

# Salt Spring Island Public Library

129 McPhillips Avenue, Salt Spring Island, BC V8K 2T6  
<http://saltspring.bc.libraries.coop/>



## Community Program Room Use and Rental Policy

Thank you for your interest in our Community Program Room for your event. Please read this document carefully.

If you choose to apply to book this venue then please fill out the Proposal/Application, scan and email to [admin@saltspringLibrary.com](mailto:admin@saltspringLibrary.com). Call Christine Arpita, Administrative Assistant at 250-537-4666 ext 224 for more information.

### Policy:

That the Library meeting spaces will be available for use by profit and non-profit groups for a reasonable cost commensurate with other rental facilities in the community. All activities, programs and meetings conducted in the Library are subject to the general rules and regulations of SSIPL. Further, all renters agree not to contravene the *Criminal Code of Canada* and all other applicable laws and statutes during the course of their rental.

### Restrictions to use:

1. Failure to conform to the regulations established for the Program will result in a group or organization being denied use of the room.
2. The Library reserves the right to refuse a proposal/application or cancel a rental if in the opinion of the Library such a rental represents a violation of Library policy. If the Library cancels a rental the renter will receive a refund of all monies paid.
3. The Program room is designed to be used for relatively quiet pursuits and is not suitable for events that generate undue noise.
4. The Library reserves the right to limit attendance. Note that the maximum number of people for the Program Room is 67 seated and 19 standing. With tables, the maximum is 67 seated.
5. Setting up tables and chairs and other equipment are the responsibility of the renter. The rental time includes the time necessary to set-up, take-down tables and chairs, and tidy the room so that the room is left in the same or better condition as it was found.
6. Movies shown and music played at SSIPL must have public performance rights. Obtaining the license and all applicable fees are the responsibility of the renter. Proof of public performance rights shall be provided to SSIPL prior to the event date.
7. The Library must not be mentioned as a sponsor for an event or as endorsing an event unless previously approved by the Chief Librarian or the Library Board. Advertising of the meeting or event must not imply endorsement by the Library of the content of the program or event; however, in some cases the Library may request sponsorship on all publicity items. In cases of co-sponsorship with the Library, the booking fee may be reduced by the Chief Librarian.
8. If liquor is to be served at the event, a license must be obtained and a copy provided to the Library in advance of the event.
9. For further details, please see Operational Policies item 3.5 *Third Party Use of Facilities*, posted on the Library website <http://saltspring.bc.libraries.coop/>

### **Program Room Application process:**

1. Program Room bookings are made through the administrative assistant at admin@saltspringlibrary.com or 250-537-4666 local 224.
2. Program Room events will be booked when the proposal/application is received and the rental fee is paid. A \$30 non-refundable (or half of rental value – whichever is less) deposit is required for Program Room bookings if not paying in full. The deposit is deducted from the balance due. The balance is payable two weeks prior to the event. For bookings made less than two weeks in advance, the full payment is due before the booking is recorded, with no possibility of refunds.
3. The user assumes responsibility for all personal injury as well as for all damage to Library facilities resulting from use of the Library for its activity.
4. Fees for rentals are as per the attached schedule. \*\*Please note the refundable Cleaning Deposit and charge for Audio Visual Use fee.
5. The user is responsible for reasonable clean-up of the room after the event, particularly if food is served. Additional cleaning charges may apply if the room is not tidied or if excess spillage occurs.
6. For cancellation of bookings made more than two weeks in advance, rental fees may be returned less a non-refundable \$30 deposit up to two weeks prior to the event. If a booking is cancelled less than two weeks prior to the event the entire rental fee is non-refundable. For bookings made less than two weeks before the event, the entire rental fee is due on booking and cancellations are non-refundable.
7. Bookings are confirmed in the Program Room booking calendar only when the proposal/application form is received and payment is made, applying also to co-sponsored events. The exception is for fully internal library programs (such as book club) which do not need a form. If the proposal/application form and rental fee payment (or deposit) are not received when booking, the event is not recorded in the Program Room book and the Program Room is available to other renters on a first come first serve basis.
8. For Library Co-sponsored events, a proposal/application form must be received before the booking is written in the Program Room book. . If applicable, an Audio Visual Use fee and Cleaning Deposit will be charged to co-sponsored groups.

### **Room Rental Fee Schedule:** (subject to change)

#### **Program Room**

- \$30/hour (includes use of tables, chairs, podium, etc.)
- \$125 Daily rate (8 hr maximum)
- \$200 Weekend rate (Saturday and Sunday all day)
- \$20 fee for Audio Visual Use fee (includes training)
- \$10 Replacement fee for lost access card or key
- \$25 Cleaning Deposit – Standard (when required)
- Up to \$150 Cleaning Deposit for a fully catered event (when required)

## Salt Spring Island Public Library Community Program Room Proposal/Application

Event Date(s):		Proposal/ Application Date:	
Start Booking time:		End Booking time:	
Note: Rental Time must include time for set-up and take-down/tidying			
Organization and/or Person:		Non Profit Organization?	
Address:		Library Membership? (required)	
Primary Contact:	Phone:	Email:	
Alternative Contact:	Phone:	Email:	
Presenter:	Phone:	Email:	
Title and Description of Event:			
<b>Please Indicate as Applicable:</b>			
Note: \$25 Refundable deposit required for Food Served		Adult Program	Free Program
		Seniors Program	Series
		Expected Attendance	Details:
		Food Served?	
<b>Equipment and Technology Requirements</b>		<b>Description:</b>	
Note: \$20 is charged for the AV system which includes required training. The Audio-Visual HDMI system is compatible with PCs. Mac users must provide own adapters or use the library laptop.		Tables	Flip Chart
		Chairs	WhiteBoard
		Podium	WIFI
		PC Laptop	Projector
		Screen	
If applicable, provide your organization's mandate or relevant qualification / certification for instructing your program			
Provide Two References with Contact Information: 1) _____ 2) _____			
We have read and accepted the Library's attached Policy Statement for use of its space. We specifically agree to assume responsibility for all personal injury as well as for all damage to Library facilities and equipment resulting from our use of the Library. We agree to leave the facilities clean or forfeit our cleaning deposit and to pay the replacement fee if the issued access keys or card is lost.			
Applicant/User signature:		Date:	
Please complete, scan and email to <a href="mailto:admin@saltspringlibrary.com">admin@saltspringlibrary.com</a> or return to Librarian's Office. For information call Christine at 250-537-4666 ext 224.			
<b>Library Use Only</b>			
Date proposal/application received			
Co-sponsorship	Full	50%	
Total Rental Fee	Amt Initial deposit/payment received		
	Post-dated cheque received		
Date access key set issued	Card number	Returned	
Additional Notes			