

## **Community Program Room Use and Rental Proposal and Policy**

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

Please fill out the Application, drop off at the Library Information Desk, or scan and email to [info@saltspringlibrary.com](mailto:info@saltspringlibrary.com).

**NOTE: Filling out the form does not guarantee a booking.**

### **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 the Library. Further, all users agree not to contravene the *Criminal Code of Canada* and all other applicable laws and statutes during their rental.

In order to provide an atmosphere that is conducive to all users' rights to a healthy and safe environment, all event participants will avoid wearing perfumes and other strong scents in the library building and on library premises.

### **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 an 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 user 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, without prior permission.
4. The user may be asked to provide proof of a minimum of \$2,000,000 commercial liability insurance with Salt Spring Island Public Library as additional insured on the policy.
5. The Library reserves the right to limit attendance. Note that the maximum number of people for the Community Program Room is 67 seated and 19 standing. With tables, the maximum is 67 seated.
6. Setting up tables and chairs and other equipment are the responsibility of the user/user. The rental time includes the time necessary to set-up, take-down tables and chairs as necessary, vacuum and tidy the room so that the room is left in the same or better condition as it was found.
7. Movies shown and music played at the Library must have public performance rights. Obtaining the license and all applicable fees are the responsibility of the user. Proof of public performance rights shall be provided to the Library prior to the event date.
8. Users are responsible for their own promotion. Library does not advertise the events of users and does not post the event on the Library website or on the Library premises except for the public bulletin board. The Library only advertises and posts Library programs and programs by co-sponsored non-profit partners by previous arrangement. The Library must not be mentioned as a sponsor for an event or as endorsing an event unless previously approved by the Library Director 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 prior arrangement.
9. If liquor is to be served at the event, the user is responsible for obtaining a license and ensuring that the server has "Serve it Right" certification. A copy is provided to the Library in advance of the event.
10. An event may be postponed or cancelled if required by BC Health Authority orders.

## Community Program Room Application Process:

1. Fill in the proposal/application, available from the Information desk at the Library or download from the website. NOTE: Filling in the form is necessary but does not guarantee a booking.
2. Generally, payment is due on booking unless by special arrangement.
3. The booking is confirmed when payment is received.
4. For Library Co-sponsored events, a proposal/application form must be received and reviewed by staff. If applicable, payment and/or an Audio Visual Use fee and Cleaning Deposit will be due on booking.
5. The user assumes responsibility for all personal injury as well as for all damage to Library facilities resulting from the Sponsor's use of the Library for its activity.
6. If required, the user will provide proof of liability insurance as noted above in Restrictions to Use.
7. Fees for rentals are as per the attached schedule. \*\*Please note the Cleaning Deposit and Audio Visual Use fee.
8. The user is responsible for reasonable clean-up of the room after the event. Vacuuming is required. Additional cleaning charges may apply if the room is not tidied or if excess spillage occurs.
9. For cancellation of bookings made more than two weeks in advance, rental fees will be refunded. If a booking is cancelled less than two weeks prior to the Library reserves the right to not refund the rental fee.

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

- \$40/hour (includes use of tables, chairs, podium, etc.)
- \$200 Daily rate
- \$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

Note: Filling in the form does not guarantee a booking. Please note that program room policy may change in accordance with BC health protocols.

<b>Proposed Event Date(s):</b>				<b>Proposal/ Application Date:</b>			
<b>Start Booking time:</b> Note: Rental Time must include time for set-up and take-down/tidying				<b>End Booking time:</b>			
<b>Organization and/or Person:</b>						<b>Registered Non Profit Organization?</b>	
<b>Address:</b>						<b>Library Card # (required for local rentals)</b>	
<b>Primary Contact:</b>			<b>Phone:</b>		<b>Email:</b>		
<b>Alternative Contact:</b>			<b>Phone:</b>		<b>Email:</b>		
<b>Presenter:</b>			<b>Phone:</b>		<b>Email:</b>		
<b>Title and Description of Event:</b>							
<b>Please Indicate as Applicable:</b> Note: \$25 Refundable deposit may be required for Food Served		Adult Program				Free Program	
		Seniors Program		Series		Expected Attendance	
						Food Served?	
						<b>Details:</b>	
<b>Equipment and Technology Requirements</b> Note: \$20 is charged for the AV system which includes required training. The Audio-Visual HDMI system uses full size HDMI. The Library does not provide adaptors for personal devices with other kinds of ports. Testing a personal device prior to the event is <u>recommended</u> .				<b>Description:</b>			
				Tables		Flip Chart	
				Chairs		WhiteBoard	
				Podium		WIFI	
						PC Laptop	
						Projector	
						Screen	
<b>If applicable, provide your organization's mandate or relevant qualification / certification for instructing your program</b>							
<b>Provide Two References with Contact Information: 1)</b>				<b>2)</b>			
<b>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.</b>							
<b>The Library may require proof of a minimum of \$2,000,000 commercial general liability insurance listing Salt Spring Island Public Library as additional insured on the policy.</b>							
<b>Applicant/User signature:</b>						<b>Date:</b>	

Please complete, return to the Information Desk, or scan and email to [info@saltspringlibrary.com](mailto:info@saltspringlibrary.com)

<b>Library Use Only</b>		
Co-sponsorship	Full	50%
Total Rental Fee	Amt Initial deposit/payment received	
Date access key set issued	Card number	Returned
Additional Notes		