



Book Launches Community Program Room Proposal and Policy

NOTE: Filling in a form does not guarantee a booking

Please fill out the Book Launches form, return to Information desk, or scan and email to

Sophia vom Bauer Jackson: programs@saltspringlibrary.com

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 event.

Please Note:

1. 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.
2. Failure to conform to the regulations established for the Program Room will result in a group or organization being denied use of the room.
3. All event participants and presenters will avoid wearing perfumes and other strong scents in the library building.
4. The Library reserves the right to refuse an application or cancel an event if in the opinion of the Library such an event represents a violation of Library policy.
5. The Program room is designed to be used for relatively quiet pursuits and is not suitable for events that generate undue noise.
6. 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.
7. Setting up tables and chairs and other equipment are the responsibility of the author/user. The booking time includes the time necessary to set-up, take-down tables and chairs as necessary, and tidy the room so that the room is left in the same condition as it was found.
8. The author/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.
9. If applicable, a Cleaning Deposit will be charged to the author/user.
10. Advertising of the event must not imply endorsement by the Library of the content of the event
11. If liquor is to be served at the event, the author is responsible to obtain a license and ensure servers have "Serve it Right" certification. A copy of the license is provided to the Library in advance of the event.
12. For further details, please see Operational Policies item 3.5 *Third Party Use of Facilities* and 3.6 *Restrictions*, posted on the Library website <http://saltspring.bc.libraries.coop/>

Fee Schedule: (subject to change)

- \$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)

Author and Library Responsibilities

The author/user will:

- a. Make a poster if author is not a local;
- b. Provide the Library with a one-paragraph word bio, book information and image of the author and cover - a minimum of 300 dpi, six weeks prior to the event;
- c. Send information to the Driftwood newspaper and write/send a press release 3 weeks prior to the event;
- d. Put up posters on community bulletin boards;
- e. Post event on Salt Spring Exchange or email the materials to Sophia for posting;
- f. Post to Tourism website <https://www.saltspringtourism.com/event-calendar/> ;
- g. Contact Salt Spring Books if the store is selling books on your behalf;
- h. Set up and take down chairs and ensure room is vacuumed after event;
- i. Request a host or arrange for access; arrange for audiovisual tech training if required 4 weeks ahead of event by contacting Sophia – programs@saltspringlibrary.com or calling 250-537-4666 ext 227.

The Library will:

- a. Make a poster for local authors if the book information, images and bio are received **6 weeks ahead of event**;
- b. Put up posters in the Library;
- c. Send a notice to the Library's event email list **if information received 6 weeks ahead**;
- d. Post to the Library website, FaceBook, Instagram and Twitter;
- e. Provide orientations for access and audio-visual training. Contact Sophia 4 weeks prior to the event – programs@saltspringlibrary.com or call 250-537-4666 ext 227.

Salt Spring Island Public Library

Book Launches in the Community Program Room

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

Proposed Event Date:				Application Date:			
Start Booking time:				End Booking time:			
Note: Time must include 30 minutes for set-up and take-down/tidying							
Author or Publisher Representative:			Phone:		Email:		
Address:					Library Card #		
Alternate Contact			Phone:		Email:		
Title and Description of Book/Reading/Event (Include Author Bio): Provide Twitter handle/hashtag/website as applicable							
Please Indicate as Applicable: Note: Vacuuming is required after event		Book Launch		Food/Beverages Served?		Food/Beverages Details:	
		Book Reading		Expected Attendance:			
Equipment and Technology Requirements:		Description of Presentation (eg PowerPoint, Streaming video, etc):					
Note: 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 recommended.		Tables		Flip Chart		PC Laptop	
		Chairs		WhiteBoard		Projector	
		Podium		WIFI		Screen	
Access for After-Hours:		Author/User will be responsible:		Library Host Requested:			
The Library will: <ul style="list-style-type: none"> - Make a poster for local authors (with book information, photos and bio) if information is received six weeks before the event. - Put posters by local authors up in the Library - Send a notice to our event email list if information is received six weeks prior to the event. - Post to the Library website, FaceBook, Instagram, and Twitter - Provide orientations and AV training as required Contact - programs@saltspringlibrary.com or call Sophia 250-537-4666 ext 227 				The Author/User will: <ul style="list-style-type: none"> - Make a poster, if author is not local - Provide the Library with book information, photos and a bio six weeks prior to event - Post on Salt Spring Exchange, or send material to the Library for posting - Place posters on community bulletin boards - Post to Tourism website https://www.saltspringtourism.com/event-calendar/ - Share and invite friends to the FaceBook event - Send to Driftwood newspaper and write/send press release 3 weeks prior to event - Check with Adina at Salt Spring Books if the store will be selling books 250-537-2912 - Set up, take down chairs and ensure room is vacuumed after event - Arrange for AV, if required, 4 weeks prior to event - Request Library Host (when available) or arrange for access orientation 			
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 and return to the Information Desk, or scan and email to programs@saltspringlibrary.com							
Library Use Only							
Date promotional information received							
Date access key set issued				Card number		Returned	
Additional Notes							