



## **ELGIN COUNTY LIBRARY**

### **FACILITIES USE POLICY**

Meeting rooms and facilities within branches of the Elgin County Library may be made available to community organizations and individuals for educational, leisure and cultural activities under the following terms and conditions:

1. The attached application form must be completed and approved by the Branch Supervisor before the activity can take place.
2. Usage shall only be permitted during regular branch hours. Any exceptions shall require the permission of the Municipality and the County's Director of Community and Cultural Services.
3. Priority is given to library sponsored programs. The branch supervisor reserves the right to refuse or cancel any bookings that conflict with these programs or are deemed to be inappropriate.
4. The applicant is responsible for any damages incurred to library property or equipment as a result of usage. The applicant agrees to indemnify the County of Elgin for damages resulting from such usage.
5. All arrangements for chairs, tables, equipment and use of kitchen facilities shall be made in advance with the branch supervisor. All set-up and clean-up shall be provided by the applicant. The library may charge a clean-up fee if rooms are not left in an appropriate condition.
6. A three hour maximum will apply to all bookings unless otherwise approved.
7. Non-profit groups shall not be charged a fee. Individuals and for-profit groups will be charged a fee of \$25 per event pending notice and approval of the building owner.

**Approved by Elgin County Council: February 15, 2011**

**ELGIN COUNTY LIBRARY – FACILITIES USE BOOKING FORM**

Organization: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ (Home) \_\_\_\_\_ (Business)

E-mail: \_\_\_\_\_

Branch Facility Requested : \_\_\_\_\_

Type of Use: \_\_\_\_\_

\_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Date Required: \_\_\_\_\_ Time: \_\_\_\_\_

Equipment Use: \_\_\_\_\_ Tables \_\_\_\_\_ Chairs \_\_\_\_\_ Kitchen

*The Applicant has read and agrees to abide by the “Elgin County Library Facilities Use Policy”.*

Applicant’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Approved By: \_\_\_\_\_

Rental Fee: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Signed copies of the application form must be returned with the rental fee before the booking will be confirmed. In cases where a fee is charged, the Library must first obtain the permission of the building owner.

Cancellation: 24 hours notice is required for a full-refund. Exemptions may be granted in the event of inclement weather.

Room Rental Fee:

For-profit groups and individuals \$25.00 per event.

Elgin County Library Approval:

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date