

PEACE LIBRARY SYSTEM		MEETING ROOM
CATEGORY:	Management and Operations	POLICY: M6-23
DATE APPROVED:	February 2023	REVIEW IN YEAR: 2028

INTENT

The primary intent of the Peace Library System meeting room is to enable the provision of library-related workshops, seminars, and educational activities.

In addition, the room is used for meetings of the Peace Library System Board of Directors, its Executive Committee, sub-committees and such other committees that may be formed for the purpose related to achieving the goals and objectives of the Peace Library System. It is also used for Peace Library System functions and activities.

When not in use for the afore-mentioned purposes, the room may be made available for public usage or for after-hours use by employees.

1. HOURS OF USAGE

- 1.1 The meeting room may be made available during the normal hours of operation of the Peace Library System: Monday to Friday, 8:00 a.m. - 4:30 p.m.
- 1.2 The meeting room may be made available at times outside the normal hours of operation at the discretion of the CEO or designate.

2. FEES

- 2.1 A fee for usage shall not be charged to those entities that are either member municipalities, public or school libraries of the Peace Library System for library related purposes. Nor shall a fee be charged to library organizations or associations in the Province of Alberta.
- 2.2 All other individuals, groups and/or organizations shall be charged a room rental fee using the fee schedule in Schedule A.
- 2.3 With the CEO's approval, employees may use the meeting room after hours for the rental fee indicated in Schedule A. Charges for equipment may apply.
- 2.4 The CEO reserves the right to waive room rental fees.

3. BOOKINGS

- 3.1 First priority shall be given to those bookings for Peace Library System functions, activities and programs.
- 3.2 The CEO reserves the right to refuse approval for room usage in the event that such usage:
 - (a) conflicts with Peace Library System usage;
 - (b) is felt to be contrary to the goals and objectives of the Peace Library System;
 - (c) would be disruptive to Peace Library System operations or potentially damaging to the room.
- 3.3 Bookings will be on a first-come-first-serve basis.
- 3.4 The user/rental group shall be held responsible for any damages to the facility or damage or loss of equipment.
- 3.5 A Peace Library System staff member must be present at meetings held outside of regular office hours.
- 3.6 The Peace Library System will provide tables and chairs.
- 3.7 In the case of those groups to which a rental fee is applicable, there shall be an additional charge for any equipment rented as set out in Schedule A.
- 3.8 The room shall not be used/rented for sales purposes.
- 3.9 The user/rental group will be made aware that Peace Library System promotes a scent-free environment.

Chair's Signature: _____

SCHEDULE A

Room Rental Fees

\$60 per half-day or part thereof (four hours or less)

\$125 per full-day or part thereof (8 a.m. - 4:30 p.m.)

Employee Rate: \$40 per evening or \$75 per day for weekends and statutory holidays

Equipment/Supplies Fees (On-Site)

Flip Chart	\$ 5 per day
LCD Projector	\$50 per day
Photocopies	\$0.25 per copy
Faxes	\$0.25 per page
Coffee (30 cup) & Supplies	\$ 30 per urn
Coffee (60 cup) & Supplies	\$ 60 per urn

MEETING ROOM RESERVATION FORM

Peace Library System promotes a scent-free environment

NAME OF ORGANIZATION

PHONE NUMBER

BILLING ADDRESS

CONTACT PERSON

EMAIL

DATES REQUIRED: _____

	RATES	HOURS
	\$ 60.00	half-day or part thereof (four hours or less)
	\$125.00	full-day or part thereof (8 a.m. - 4:30 p.m.)
	\$40/evening or \$75/Saturday	employee rate only

EQUIPMENT RENTALS AVAILABLE

Check items required			Amount
	Flip Chart	\$5/day	
	LCD Projector	\$50/day	
	Photocopies	\$.25/copy	
	Coffee (30 cup) & supplies	\$30/urn	
	Coffee (60 cup) & supplies	\$60/urn	

Set up: classroom _____ "U" shape _____, Other _____

Numbers of attendees: _____

NOTES:

PEACE LIBRARY SYSTEM ROOM RENTAL AGREEMENT AND LIABILITY WAIVER

Peace Library System will:

- provide the room and requested resources to the renter prior to the commencement of the rental time.
- provide chairs and tables, meeting supplies and refreshments.
- provide a staff member for out of office hours rentals for on-site supervision; Peace Library System to be reimbursed at the staff member’s rate of pay.

The renter will:

- release and discharge the Peace Library System, it’s Board and Staff from any and all claims from injuries, including but not limited to, death, damage or loss, which may arise or which may be alleged to have arisen out of, or in connection with the above use of the Peace Library System Board Room and resources.
- release Peace Library System from responsibility for any articles left behind, including technology
- provide their own liquor license and liability insurance in the case of rentals involving the serving or consumption of alcohol.
- leave the room, furniture and equipment in the condition in which it was found, or be billed for cleaning, replacement or refurbishment of anything found to be damaged or missing.
- arrange for their own catering and meal service, including cost and clean-up.

Renter or agent (print)

PLS agent (print)

Signature

Signature

Date

Date