



NORTH BAY PUBLIC LIBRARY
RULES AND REGULATIONS GOVERNING THE USE OF
MEZZANINE ROOM, AUDITORIUM, BOARDROOM and/or KITCHEN

The Mezzanine Room, Auditorium, Boardroom and/or Kitchen facilities shall be available to non-profit community groups or organizations free of charge during library hours under conditions outlined below. The Library will make the facilities available to all other groups, organizations and individuals for a fee and under the conditions outlined below.

RENTAL RATES

	<u>Auditorium</u>	<u>Boardroom/Mezzanine Room</u>
During library operating hours	\$40.00 per hour or part of + HST	\$25.00 per hour or part of + HST

- Set up may begin a half hour prior to function. PLEASE LET STAFF KNOW YOU ARE THERE. Extra time will be billed as part of billable hours.
- Premises must be vacated at the time agreed upon when making the reservation. **If you are using the room until library close, you must be physically out of the building by closing time.**
- Invoices will be mailed, billing is done at month end.
- Facilities are not available on Sundays or Statutory Holidays
- Cancellation of the use of the facilities must be made at least 48 hours before the use of the facility or be subject to a \$25.00 cancellation fee.

GENERAL RULES

1. The Library Board shall not be responsible or liable for injuries to persons and/or loss, theft, or damage to property including works of art, crafts, display materials, equipment or clothing of the individual or organization, howsoever arising from, or incident to the use of the Board's premises, buildings or facilities.
2. Facilities cannot be used for any purpose contrary to any Federal or Provincial law or municipal by-law.
3. Use of the facilities must be conducted in such a way as not to disturb library operations. The applicant is responsible for managing the orderly behaviour of all attendees. Adult supervision is required for any group of minors. Applicants and program participants are required to conform to the library's posted Rules of Conduct. Copies are available on request.
4. Permission to use the Library facilities does not constitute an endorsement by the library of a program or point of view expressed. Except as a designation of location, the name of the library may not be used in any publicity relating to use of the Library facilities.
5. Attendance is restricted to 140 people in the Auditorium (80 seated, 54 seated/tables) , 30 people in the Mezzanine Room (26 seated/tables) and 15 people in the Boardroom due to fire regulations.
6. There is NO SMOKING. Use of alcoholic beverages and non-prescription drugs is prohibited in the library.
7. All EXITS must be kept free in case of fire.
8. The applicant agrees to pay for any and all damage to library property including but not limited to walls, floors, grounds, ceilings, lighting, equipment and furniture while the applicant is using the facilities.
9. Under no circumstances shall the custodian be paid directly by the individual or organization using the library facilities.
10. The Mezzanine Room, Auditorium and Boardroom shall be available to non-profit community groups during library operating hours at no charge under the following conditions:
 - No admission, donation or other fees are charged or collected.
 - No sales or other commercial transactions occur.
 - No products, services or memberships may be advertised, solicited or sold.
11. The Library facilities must be vacated at the time agreed upon when the reservation is made.
12. No changes to any part of the building or its contents shall be made by the individual or the organization using the facilities without the Library's approval.
13. The facilities are to be left in good order, with all garbage left in bins or bags.

The Library Board reserves the right to determine use of the rooms and to cancel or reschedule all arrangements, at its discretion, with or without cause or reason and without liability.

I hereby acknowledge that I have read and agree to abide by the rules and regulations as outlined above.

Signature

Date

Name (Printed)