



MAINIL ROOM RENTAL PROCEDURES

1. Application process

- a. A completed application form must be submitted, by the individual responsible for the meeting, two weeks prior to the meeting date requested.
- b. The applicant is responsible for any damage or loss incurred by the group or organization during their use of the facility.
- c. No booking will be confirmed until the rental fee is paid.

2. Rental Charges

Rental charges for use of the meeting room are set by the Library Board, and are payable, in advance, at the time of booking. These charges are as follows:

	Non-Profit Community Groups	For-Profit Organizations and Businessses
3 hours	\$22.00	\$45.00
Each additional hour	\$10.00	\$15.00
Projector use per day:	\$15.00	\$15.00

1. Capacity of Room

- a) The capacity of the Mainil Room, as specified by the Fire Marshall, is thirty-nine (39) persons.
- b) Should this capacity be exceeded, the meeting will be adjourned and the applicant will forfeit all fees.

2. Hours of operation

- a) The Mainil Room may be booked for use during regular open hours of the Library.
- b) All meetings must be concluded fifteen (15) minutes prior to the closing of the Library.
- c) Access to the meeting room for set up purposes is limited to fifteen minutes prior to the rental starting. If extra set up time is required, additional costs will apply. Early entry is available fifteen minutes prior to the Library opening times, but limited to the Main Library, for presenters only who wish to set up prior to the arrival of their participants **and must be arranged ahead of time**. All other attendees will be admitted when the Library opens to the general public

3. Advertising

- a) The use of the Mainil must not be publicized in any manner as to imply Library sponsorship. Publicity content should in no way imply that the GDPL advocates or sponsors the event. The Library's logo is not to be used without the express written consent of the Library.
- b) The Library phone number, email or website is not to be used on any advertising for the event.

4. Condition of use

- a) Groups and organizations using the Mainil Room shall be responsible for:
 - 1. set up, clean up and return of the room to the state in which it was found
 - 2. ensuring orderly conduct of all present
 - 3. ensuring minors have adult supervision
 - 4. covering the costs of repairing any damage to the facility, replacing any lost item
 - 5. removing all equipment, garbage, and personal belongings
 - 6. confining any food or beverages to the room
 - 7. not attaching items to any surface other than bulletin boards
 - 8. keeping noise to a level so as not to disturb users of the Library
 - 9. Renters agree to leave the room in a clean condition and to vacate the Library at the time specified on their rental contract. Renters are free to arrange catering or supply their group with food and non-alcoholic beverages. It is the renter's responsibility to remove all

catering supplies and food from the room at the specified end time. Extra costs will be incurred for groups or catering which remain beyond the specified end time or delay closing of the Library.

b) Groups and organizations using the Mainil Room are not permitted to:

- i) bring or consume alcoholic beverages in the Library
- ii) smoke or vape in the Library
- iii) use non-prescription substances in the Library

5.Cancellation Process

- a. Fifty percent of the fee is refundable if a cancellation is received two weeks prior to the scheduled date.
- b. Long term bookings which are cancelled will be refunded in full, with thirty (30) days notice.
- c. If the applicant fails to notify the Library of a cancellation two weeks prior to the scheduled meeting all fees will be forfeited.
- d. Should the Library staff need to cancel a pre-booked meeting by a group or organization every effort will be made to notify the applicant, at least two weeks in advance and all fees will be refunded.

APPLICATION FOR USE OF LIBRARY MAINIL ROOM

Date of application _____

Date Room Requested: _____

Beginning Time of Use: _____ Ending Time of Use: _____

Name of Organization: _____

Contact Person's Name: _____

Mailing Address: _____

Town: _____ Postal Code: _____

Day Phone: _____ Evening Phone: _____

Description of Meeting Room Use:

Expected Attendance: _____ Is there a fee for attendance? Yes ___ No

Will refreshments be served? Yes ___ No ___

Please detail: _____

I hereby affirm that I have read and will abide by the rules outlined in the Gibsons and District Public Library meeting room policy.

Signature: _____ Title: _____

Date: _____

OFFICE USE ONLY

Date Received: _____ By: _____

Payment Amount Received: _____ Method: Cheque _____ Cash _____

Date Approved: _____ Date Rejected: _____

Comments: _____