

## Appendix G

### Facility Rental Policy

Board Motion Number:	17.074
Date of Original Board Motion Number:	June 14, 2004 (Motion 04.53)
Date of Current Issue:	September 26, 2017
Date of Next Review:	2019
Attachments:	Form G1

Signature of Board Chairperson (and Date):

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#### **North Kawartha Public Library(NKPL) Boardroom (Apsley Branch):**

It shall be the policy of the NKPL to reserve use of the Boardroom for activities such as meetings, workshops, open houses, and luncheons carried out by the following agencies and/or organizations:

Burleigh Road Historical Society and Not for Profit local organizations.

**Meetings of the Library Board, Committees and Library programming have priority status and shall pre-empt all other scheduled activities. Use of kitchen facilities may not be available during regular Library business hours.**

**The Board Room is not available for the operation of a private business carrying out activities for profit.**

#### **Criteria for Use:**

The following criteria shall be adhered to by those using the space:

- ◆ The user shall complete Form G1 attached to this policy and submit to the Librarian/CEO or Director of Technical Services of the NKPL for approval.
- ◆ A maximum of 15 people are allowed to use the boardroom during regular Library hours of operation.
- ◆ The Board Room is not available outside of regular library hours unless an agreement has been entered into with the NKPL
- ◆ The user is responsible for the supply of any food, beverage or other materials or equipment they may require for their activity.
- ◆ All garbage must be disposed of.
- ◆ Each room shall be left in the condition that it was in when the occupants

commenced use.

- ◆ Access to the main Library area is not permitted after hours and is discouraged for large groups during regular business hours.
- ◆ If the above is not complied with, the user will be required to reimburse the Library for cleaning costs.
- ◆ The user is responsible for any damages to the building or property that may occur as a result of the use.

**North Kawartha Library Rights:**

- ◆ The Library Board reserves the right to deny use of the space if any activities are of a partisan or inappropriate nature.
- ◆ The Library Board reserves the right to cancel or reschedule any users should the space be required for special Library meetings or emergency purposes.

Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

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

Request Use of the following room(s):

Boardroom \_\_\_\_\_ Use of kitchen facilities \_\_\_\_\_

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

State Purpose or Activity: \_\_\_\_\_

Number of people attending: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**FOR OFFICE USE ONLY:**

REQUEST TAKEN BY: \_\_\_\_\_

APPROVAL: GRANTED: \_\_\_\_\_ DENIED: \_\_\_\_\_

REASON: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Librarian/CEO or Director of Technical Services