

# Room Rental Application Policies and Regulations

## Policy

- Public space availability depends on Library requirements.
- Rental and waiving of fees is at the head librarian's discretion.
- Application can only be made up to 6 months in advance.
- Bookings can be made between **9 a.m.- 8:30 p.m.** on weekdays and **9:30 a.m. – 4:30 p.m.** on Saturday. A one hour time gap will be left between bookings.
- Hours earlier than those stated in the guidelines may be considered at additional cost.
- Cancellation requests may only be made by the contact person for the event.

## Capacity

MPR: 30-40 people (max, only chairs no tables)      Classroom: 20-30 people (only chairs, no tables)

## Fees

<b>Corporate/Personal:</b>	MPR - \$125 per 4 hours	Classroom - \$75 per 4 hours
<b>Non-Profit:</b>	MPR - \$40 per 4 hours	Classroom - \$30 per 4 hours

## Responsibilities for Room Rental / Usage

1. Restitution must be made for damages incurred while in use.
2. No alcoholic beverages on premises.
4. No smoking in the building or within 50 feet of an entrance.
5. The supervisor of the group will be in attendance at all times and is responsible to **make sure the building is cleared by 9 pm weekdays or 5 pm on Saturdays.**
6. Paperwork must be signed and payment made before event begins unless prior arrangements exist.
8. Payment accepted via Cash, Cheque (payable to Jake Epp Library) or debit card.

## Set Up and Take Down Responsibilities

1. When booking time, take into account set up and take down time.
2. The Library will supply, but not set up or arrange, chairs, tables, or equipment.
3. Be sure you can be out of the room with all take down and clean up done by your end time.
4. Before leaving the room ensure that chairs are stacked.
5. Ensure that the space and equipment used is left clean and tidy, including wiping off soiled tables, chairs and counters, and placing all garbage and recyclables in containers provided.
6. The room must be left in the condition it was in, otherwise a small fee may be applied.
7. Space is allocated for the dates and times stated on the contract only. Set up before the booking time is not allowed and no storage is permitted in the Library branch between bookings

## Equipment Available Upon Request

- TV with HDMI and VGA connections (and cables), DVD player. **(MPR only)**
- Rolling White Board / Bulletin Board and white board markers
- Podium (large or table top)
- Kettle
- Projector & Screen (VGA cable and power cable supplied)
- Coffee makers (12 cup or 100 cup, coffee and other supplies not provided)
- Wheeled cart with plug in and extension cord
- Extension cords

**Disclaimer:** We reserve the right to cancel for Library use, and we will aim to provide one month's notice for cancellation.

