



Burns Lake Public Library Meeting Room

General Guidelines

- Burns Lake Public Library has a multi-purpose room (MPR) and one office space available for rent.
- The MPR is used primarily for library programs and operations but is available for rental by outside groups and individuals when not required for library use.
- The office space is equipped with a computer and web camera for online use.

Use of the MPR or office by a group, organization or individual does not constitute endorsement by the Library Board of that group, organization or individual's beliefs or policies. Programs must not contravene the Criminal Code of Canada and the Human Rights Act of British Columbia. The Library reserves the right to refuse a booking.

Rental Rates

Size	Capacity	Non-Profit* Rate Daily	Commercial* Rate Daily	Party* Rate	Private Individual* Rate Hourly
24' x 22' (528 sf)	40	\$25 less than 4 hrs \$50 more than 4 hrs	\$50 less than 4 hrs \$100 more than 4 hrs	\$100 4 hrs max	\$15 per hour
Deposit		\$50	\$50	\$50	\$50

Size	Capacity	Private Individual* Rate Hourly
Office	2	\$15 per hour
Deposit not required		

*Non-profit, Commercial, Party and Individual Definitions

Non-Profit	Registered non-profit societies and charities. Not registered local Burns Lake groups engaged in educational, cultural or arts activities may be eligible.
Commercial or Public	Business, commercial enterprises, government entities and post-secondary institutions.
Party	Any group celebrations such as, but not limited to, birthdays, showers, retirement, anniversary parties., etc. (only available during library operating hours)
Private Individual	Any private person or group not falling under the above two definitions.

Booking Policy

- All bookings are made on a first-come, first-served basis.
- The meeting room cannot be reserved without a completed application.
- Payment of the full rental fee and deposit is due upon receipt of booking confirmation.
- Bookings may not be transferred or assigned to another group.
- Room is booked on a meeting-by-meeting basis only and not for ongoing series. Exemptions must be requested in writing and approved by the Director. If approved, the series booking will be scheduled for a maximum of 3 months.

Cancellation Policy

- A \$10 cancellation fee will be charged if the cancellation is made at least two working days prior to the date of the event. No refunds will be made if the notice of cancellation is less than two working days prior to the event date.
- The Library reserves the right to cancel a reservation if necessary due to unforeseen circumstances or occurrences at the library. Refunds will be granted for library instigated cancellations.

Clean Up and Damage Policy

- The premises must be left undamaged and in a reasonably clean and tidy condition. The space should be left in the same condition it was found.
- Furniture must be returned to the original locations. Taking a photo of the room set-up upon arrival will assist with returning furniture to its original location.
- Do not use pins, staples or glue to the walls. Tape other than “clean removal” painters’ tape should not be used on the walls.
- Additional charges may apply if premises not left clean and tidy.
- The renter or authorized officers of the renting group agree to accept responsibility for damages to the furnishings, equipment and premises during the period of rental. Any damage to the facility must be paid for in full by the renter at a cost determined by the Burns Lake Public Library.
- Damage deposit of \$50 is required at time of booking for the MPR.

Advertising Policy

- The use of a library space by a non-library group will not be publicized by the library.
- All advertising is the responsibility of the group or individual utilizing the room and should not include the library’s phone number or email, nor imply that the library is sponsoring the event.
- The Library logo may not be used without the express written consent of the Director or her delegate.
- Failure to adhere to this policy may result in loss of permission to rent the room.

Room Rental Regulations

1. **Smoking or vaping is prohibited in any area of the library or on library property.** It is the responsibility of the renter to enforce this no smoking requirement. Failure to do so will result in refusal of permission to rent again. The renter will be held responsible for damage resulting from smoking or vaping.
2. Alcoholic beverages are prohibited in any area of the library or on library property.
3. Gaming, gambling or games of chance, including bingo or lotteries are prohibited.
4. **Open flames** (e.g. burning of candles) are prohibited in any rental space.
5. The Library can provide tables and chairs.
6. Library staff are not available to arrange or set up the room.
7. The Library accepts no responsibility or liability for equipment brought to or left on the premises.
8. Supplies such as paper, flip charts, markers, pencils and pens must be provided by the renter. Library supplies are not available.

The Library Board may deny or cancel a booking when the Library, in consultation with legal counsel where appropriate, reasonably believes that the proposed use is likely to or will include any of the prohibited activities identified above. The Library Director is authorized by the Library Board to deny or cancel a booking due to any of the prohibited activities identified in Room Rental Regulations 1 to 4. If the Library discovers that any prohibited activity is occurring after the event has commenced, the Library Director or delegate may terminate the event.

Limitations on Use

In addition, the Library Director may deny or cancel a booking, or may terminate any event, in the following circumstances:

1. The user has previously damaged or misused Library property, or failed to pay any required fees for use of Library meeting room or facilities;
2. the user has contravened this Policy and/or Meeting Room & Facilities Regulation in the past and the Library reasonably believes this will occur again; or
3. the user has made a material misrepresentation regarding the user, the proposed use, or any participants or attendees.
4. Rental for parties are a maximum of 4 hours and only during library operating hours.

Room Rental Checklist

Please use the following checklist before leaving the meeting room:

- Wipe down all door handles
- Wipe down all light switches
- Wipe down all used surfaces
- Dishes washed, dried and put away
- Counters washed
- Tables wiped off and returned to original configuration
- Chairs wiped off and returned to original configuration
- Floor swept and mopped
- Garbage taken out to the outside garbage can
- All personal items removed
- All lights turned off
- Alarm set
- Door locked