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References:

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**Purpose:** The Banff Public Library views its facility resource as a valuable community asset. Meeting rooms are provided for Library and Library-related programs and meetings. After these needs are met, the meeting room facilities are available to individuals, groups and organizations in accordance with this policy as established by the Library Board. Use of the meeting rooms by any group or organization does not constitute an endorsement by the Library Board of the group's policies or beliefs. The Library reserves the right to attend any meeting held in its facilities.

**1. Rental Hours**

- 1.1. Hours will be 9 am to 8 pm Monday through Thursday; 9 am-6 pm Friday; 10 am to 6 pm Saturday and Sunday; and at the discretion of Library staff and their availability.

**2. Bookings**

- 2.1. All bookings must be made through a Library staff member
- 2.2. Bookings requiring staff assistance for set-up of the room or instruction on use of library equipment must be made in advance. It is the renter's responsibility to arrange an appointment well in advance if they require instruction in the use of library equipment.
- 2.3. Facilities will not be rented on statutory holidays or days when the Library is closed unless specifically approved by the Library Director.
- 2.4. Liquor may not be served at any non-Library hosted events.

**3. Renter Responsibility**

- 3.1. Rental fees are due upon receipt of a rental invoice and must be paid within thirty (30) days. The Library will not accept new bookings and will cancel existing room bookings for renters with amounts outstanding of 45 days or more from the initial invoice. Overdue accounts may be sent to the Library's collection agency.
- 3.2. The renter shall be financially responsible to the Board for all loss or damage to meeting room, equipment or facilities occasioned by any person or persons admitted to the premises by, or acting on behalf of, the renter.
  - 3.2.1. All children participating in events must be supervised by the renter.

**4. Board Public Library**

- 4.1. The Banff Public Library does not undertake any promotion of events by renters using Library facilities.
- 4.2. The Banff Public Library will not knowingly permit any individual or groups to use its facilities in contravention of the Criminal Code of Canada, Canadian Charter of Rights and Freedoms, or if the Library has reason to fear a disturbance of the public peace.
- 4.3. The Banff Public Library assumes no responsibility for the safety, loss or damage of items held on Library premises for the renter.
- 4.4. The meeting room shall be under the supervision of a Library employee to the extent that the Library employee is authorized to require adherence to this policy, including the authority to request that the renter vacate the premises due to inappropriate conduct or overstaying of time.



Town of Banff  
Public Library

Policy: LS.8 – Library Services  
Title: Facilities Rental Policy  
Motion No. 2019-29-05-12  
Reviewed: May 29, 2019

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References:

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## **5. Cancellations**

5.1. Cancellations must be made through a Library staff member at least 24 hours in advance of the booking date. The Library reserves the right to apply full charges to renters who provide less notice.

6. The decision of the Library Director shall be final in all matters pertaining to the interpretation of this policy.



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## **ATTACHMENT 1 – MEETING ROOM RENTAL FEES**

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### **Meeting Room Rental Fees – Effective September 31, 2018**

**Non-profit Individuals, Groups, Organizations:      FREE**

**For-profit Individuals, Groups, Organizations:      \$75.00 for any part of a day**

**The right to waive the fee is at the discretion of the Library Director.**

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