

Four Fathers Memorial Library Seminar Room & Audio-Visual Equipment Policy

Board Approval: Pre 2014

Revised: February 2014

Implemented: Pre 2014

Replaces: N/A

Related Policies:

1.0 Seminar Room Availability

1.1 When not in use for library activities, the seminar room is available to individuals and community or non-profit groups upon application. The library reserves the rights to refuse an application.

2.0 Hours of Operation

2.1 When not in use for library activities, the seminar room is available during regular library hours.

3.0 Rental Fees

3.1 \$25 per half day and \$50 for a full day. Library management will decide fee based on hours of use. The decision to waive fees will be done on a case by case basis by library management. Volume use discounts may be available.

4.0 Conditions

4.1 Groups using the room will be mindful that they are using a facility providing other services as well. The applicant for the room is responsible for the discipline of the meeting. Normal services of the library are not to be disrupted.

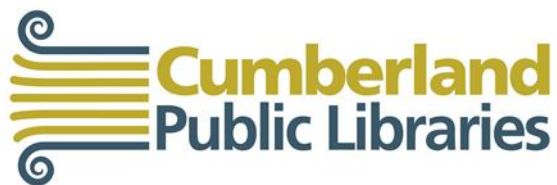
4.2 Smoking and alcoholic beverages are not permitted.

4.3 Advertising must clearly state that the group, not the library, is sponsoring the event.

4.4 Tables, chairs and a screen are available for use as part of the rental fee. The group renting the room is responsible for setting up and putting away any tables and chairs used.

5.0 Audio Visual Equipment

5.1 When not in use for a library program, A-V equipment is available for rent for use in the seminar room. A-V equipment must be requested at the time of booking. Library staff will set up



and put away A-V equipment. Renters are responsible for any damage to library equipment. Costs for renting equipment are as follows:

Type of Equipment	Rental Cost
Digital Projector	\$20.00
DVD Player	\$10.00
Speaker System	\$10.00

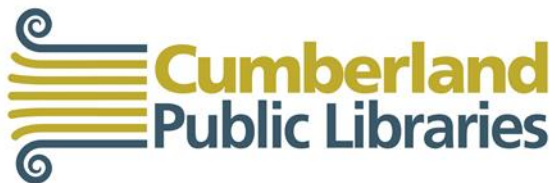
5.2 A-V rental fees are applicable to all groups and will not be waived. Renters are responsible for ensuring that all copyright laws are followed.

6.0 Liability

6.1 The library is not responsible for the loss, theft or damage to any supplies or equipment owned or leased by the group.

7.0 Booking Procedure

7.1 Groups who wish to book the seminar room must complete the application in advance. Payment must be received in advance to confirm the reservation. There will be a full reimbursement if 24 hours notice of cancellation is provided.



**Four Fathers Memorial Library
Seminar Room Application**

Organization/group: _____ Contact Name: _____

Phone: _____ E-mail: _____

Date room is needed: _____

Time: From: _____ To: _____

Description of event: _____

Will there be a product sold or admission fee? (provide details): _____

A-V equipment needed and cost: _____

Booking Fee: _____

(decision to waive or reduce fee must be made by library management)

Total: _____

Date paid and staff initials: _____

The undersigned agrees to abide by the Four Fathers Memorial Library Seminar Room policy. Failure to abide by the policy may disqualify the organization from future use of the room. The user hereby indemnifies the Cumberland Regional Library Board and the Town of Amherst from all liability directly or indirectly related to an event or meeting.

Signature _____ Date: _____

(Responsible party for user group)