

30. PROGRAM ROOMS FOR SOUTH CENTRAL REGIONAL LIBRARY (Revised January 2017)

STATEMENT OF INTENT

The “Program Room” policy applies to the rooms available in the Morden and Winkler branches. The room is principally intended for the following: library sponsored programs; library staff training sessions; library orientation sessions that may be provided to various groups in the community.

The Board of Directors of the South Central Regional Library supports use of the program room facilities by community based non-profit, volunteer and support groups. Use of the room by community groups and organizations does not constitute the Board’s endorsement, support or co-sponsorship of the activities, beliefs or viewpoints of the participants in the programs or groups using the meeting room.

FEES

- 1. There will be no charge for use of the library program rooms for registered charities, literary or literacy based activities. Upon written application from a group the board may decide, at their discretion, to waive the rental fee.**
2. The cost per booking of the room shall be \$30.00 in Morden \$105.00 in Winkler.

GENERAL GUIDELINES

1. If the program room has not been booked for a library program or orientation sessions, it is available for rental by other groups.
2. Access to the meeting room may be limited to the branch hours of operation. Branch staff will inform potential users of the room’s availability during hours of closure.
3. Branch staff will inform potential users of room occupancy limit of 25 persons in Morden and 100 people in Winkler.

REGULATIONS

1. The reservation form must be completed and signed at the time of booking.
2. The group representative signing the form agrees that the group will compensate the South Central Regional Library for any damages (beyond reasonable wear) resulting from the group’s use of the program room and adjacent library facilities.
3. A group or organization may reserve the program room up to four days per month.
4. A group or organization may book use of the program room, in advance, up to a three month period.

5. The library should be notified of canceled meetings at least 24 hours in advance of the meetings.
6. The program room key is to be obtained and returned in accordance with instructions provided by library staff.
7. Groups are expected to provide their own refreshments. No alcoholic beverages are permitted. There will be a cleaning fee assessed if the carpet becomes soiled during use of the room.
8. Please check with library staff regarding available equipment. Additional equipment, and all stationary supplies, must be supplied by the groups using the program room.
9. No smoking is allowed within the program room, or other facilities of the library. The room must be left in a neat and orderly condition and the furniture arrangement is to be replaced as it was found.
10. Non-profit groups using the program room will be permitted to make sales under these conditions:
 - a) Sales must be confined to the room and no effort is made to solicit other library patrons.
 - b) Sales must be for the benefit of the non-profit organization using the room.
11. The sale of goods that directly or indirectly benefit the library will be permitted in all public areas of the library, including the program room. When an author takes part in a library sponsored program, the library may arrange for the sale of the author's works at the program.
12. While using the program room, the group shall obey any reasonable direction by library staff not in conflict with established policy. Any person who fails to obey such direction may be requested to leave the library premises.
13. At the Winkler Library where parking spots are at a premium, groups that rent the MPR during our opening hours must park in the Civic Centre parking lot or on the street.

PROCEDURES FOR AFTER REGULAR LIBRARY HOURS PROGRAM ROOM USE

1. The key must be picked up by the person accepting responsibility for the use of the room during normal library hours.
2. The individual accepting responsibility for the use of the room is responsible for assuring that no one enters the library from the meeting room. The key is to be returned as per the procedures in the branch. The individual accepting responsibility for the use of the room is expected to check that the outside door of the library is locked and securely shut.