

Taber Public Library

**Board Room Booking Agreement**

Event \_\_\_\_\_

Contact Person \_\_\_\_\_ Ph Number \_\_\_\_\_

Email \_\_\_\_\_

Date of booking needed \_\_\_\_\_

Hours of booking needed \_\_\_\_\_

Date Paid \_\_\_\_\_

\*We accept cash, cheques, debit card, Visa and Master Card. Cheques are to be payable to Taber Public Library. **Payments to be completed 7 days prior to event.**

\*Please be aware of the following:

- Bookings are \$15/event
- Hours are: Monday 1- 5pm
  - Tue, Wed and Sat 10am – 5 pm
  - Thur and Fri 10 am – 8:30 pm
- All times MUST include cleanup
- Maximum occupancy is 10 people
- Exams can make payment prior to testing the day of exam

\_\_\_\_\_ Please initial that you have read and agree to the terms and conditions of the Taber Public Library Policy; Rental of Library Facilities that follows.

\_\_\_\_\_

Date



## Taber Public Library Policy Manual

### General Policy: Rental of Library Facilities

#### PURPOSE:

The Taber Public Library views its facility resource as a viable 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 groups and organizations in accordance with this policy as established by the Board.

#### POLICY:

The Taber Public Library, as a community resource, welcomes the opportunity for making its meeting areas available to community groups whenever these areas are not required for normal library use.

#### GUIDELINES:

1. The use of these meeting areas is subject to prior approval of the Library Board and/or Library Manager(s). Any such approval shall be for a maximum of one (1) year, at the end of which time, the Library Board will review the continued use of the facility.
2. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by Library staff or Board.
3. It is understood that library programming will have first priority in room use.
4. Damage deposit and rental fees must be paid for prior to key being issued. Key will be issued on the day of the event. All bookings must be made through the Program Coordinator.
5. Bookings will require a \$100.00 damage deposit (to be paid in advance of using room) which is refundable upon end of booking term if no damage has been incurred.
6. All events and any necessary clean-up must be completed prior to 10:00 pm.
7. Please see Schedule "C" under Library Bylaws for room and equipment fees.
8. The Taber Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting.
- 8.1 Taber Library will provide chairs, tables and use of fridge/sink.
9. Taber Library Board and staff do not assume any liability for groups or individuals attending a meeting in the library.
10. Refreshments other than alcohol may be served and shall be provided by the group. Smoking is not allowed anywhere on library premises, including outside area and grounds.

...continued

**GUIDELINES: .....continued**

11. Any group or individual using the room(s) shall leave it in neat, orderly condition, if not, the group/individual will be given notice that continued offense will result in denied access to the meeting room(s) and any cleaning charges will be assessed from the damage deposit.
12. Lost keys – damage deposit will be forfeit at Library Manager(s) discretion and additional charges may be assessed to cover cost of re-keying locks. Keys must be dropped in the book drop immediately after the event.

Date of Approval: April 30, 2001

Date Reviewed/Revised: October 12, 2004  
September 11, 2007  
June 10, 2008  
June 11, 2010



**BYLAW OF THE TABER PUBLIC LIBRARY**  
**BOARD FOR THE SAFETY AND USE OF THE LIBRARY**

**SCHEDULE "C"**

**MEMBERSHIP FEES**

Taber/MD Adult (18 and over)	\$10.00
Taber/MD Teen (13-17)	\$5.00
Taber/MD Juvenile (6-12)	\$3.00
Taber/MD Child (5 and under)	No charge
Taber Non-Resident (anyone living outside the MD of Taber)	\$50.00
Better Beginnings (Taber/MD)	No Charge
TAL (The Alberta Library)	No charge
Replacing a lost or damaged card	\$1.00

**OTHER CHARGES**

Photo-copier	25¢ per sheet
Faxing	\$1.00 per sheet (sending) 25¢ per sheet (receiving)
Computer print-out	25¢ per sheet (b/w) \$1.00 per sheet (colour)
Laminating	\$1.50 per foot with a minimum charge of \$1.50
Interlibrary Loan non pick-up fee	\$2.50
Interlibrary Loan overdue charge	50¢
Holds non pick-up fee	50¢
Exams	\$15.00 per booking

**PROGRAM ROOM RENTAL**

Damage Deposit (refundable upon end of booking if no damage incurred)	\$100.00 (Cheque only)
Program Room	\$25.00 per hour*

\* All fees include use of equipment