

**Town of Manning Library Board
Public Use of Meeting Room Policy**

The purpose of this policy is to facilitate the use of the Meeting Room in the Manning Municipal Library (hereafter referred to as the Library) by members of the public, while ensuring that the room remains in good repair.

1. Members of the public must speak to a library staff member and fill out the appropriate form to book the library meeting room.
2. As per the library bylaws, the fees for use of the meeting room are as follows. Payment is due in full at the time of booking:
 - a. Non-profit Organization: FREE (during regular business hours only)
 - b. For-profit organizations, and Private Individuals: \$25.00 per hour.
3. The meeting room is only available for use by the public during regular library open hours. A library staff member will open the meeting room for renters at their scheduled time.
4. Should a member of the public wish to rent the meeting room outside of regular Library hours, the renter shall also cover the cost of staff member wages to be onsite during the meeting:
 - a. Non-Profit Organizations: \$25/hour
 - b. For-Profit Organizations and Private Individuals: \$50/hour
5. The Library reserves the right to refuse rental requests at its discretion.
6. Renters are responsible for setting up the room for their events and returning the room to its original condition once their activity is complete.
7. Renters will not permit any actions which may be deemed a nuisance, annoyance, or contrary to any federal, provincial, or municipal law or regulation. Renters will obey all library policies.
8. Renters are responsible for the conduct of participants at all times during their rental period and will be held totally responsible for the cost of repairing or replacing lost or damaged equipment, supplies, or furnishings, including any and all damage to the premises.

Date Approved

Board Chair Signature