



Town of Sylvan Lake Library Board Service Policy: Program and Test Rooms

The Sylvan Lake Municipal Library Program Room was designed to be used for the library's own programs. The Test Room was designed for the administration of external exams. When they are not needed for library activities, they may be available for use by the community. This policy determines guidelines for the Program Room and Test Room use and related fees, and eligibility for waiving of user fees. (The Libraries Act, Chapter L-11 RSA 2000, and The Libraries Regulation AR 141/98).

Program Room & Equipment Specifications:

The Program Room seats 35 people auditorium-style, or 24 with tables, and has a sink and counter, and has a wheelchair accessible, family washroom Dimensions: 27' x 19'.

Available **by advance request**, at no additional charge, are:

- Television & DVD Player
- Screen
- White-board

Users must supply their own coffee supplies, pens, markers, chalk and other materials.

Test Room & Equipment Specifications:

The Library will provide a clean laptop with internet connection, mouse, and electrical plug-in. There is a built in desk area and a comfortable chair. The room is NOT sound proof and while noise cancelling headphones are available, it is recommended that test takers bring their own ear plugs. Other items needed for exams, such as pens, pencils, calculators, etc., are to be supplied by the test taker. Dimensions: 6' x 13'4".

If the Test Room is not booked for an exam, members of the public may use the room, but must vacate when/if someone arrives to take a scheduled test. If a member of the public wishes to book the use of the room to ensure availability, the cost is the same as that of test takers: \$25.

Tests will only be booked to take place during Library open hours.

Program Room Use

Set-up of the rooms is not provided, however users may arrange furniture and equipment to their needs. Users are responsible for leaving the rooms in the same condition in which they were found. The group contact person is financially responsible for any damage to the room or equipment.

Groups who use the rooms outside of library hours are responsible for turning out all the lights and closing all doors. They must exit through the double doors (east of the building) and the contact person must make sure the door is locked upon leaving.

Alcohol and smoking are not permitted in the library or its Program Rooms. Posters, signs and other matter may only be attached with tacks to the corkboard strips provided. Tape is strictly prohibited on painted surfaces.

Due to limited space, the Library is not able to store items for users between meetings. The Library is not responsible for lost or stolen items.

Bookings

Library use of facilities is a first priority, and the Library reserves the right to cancel a reservation if the room is required for that purpose, or in the event of an overbooking. Whenever possible, 24 hours' notice will be given. This right will not be exercised except in emergency situations.

Program and Test Rooms may not be used for social purposes (i.e. birthday parties, showers etc.), home-based businesses (i.e. Tupperware parties, etc.) or for purposes that may disturb regular library operations. If a meeting/room use in progress does disrupt library operations, the Library reserves the right to terminate that meeting immediately if the group/user fails to discontinue the disturbance.

A group's use of the Program Room does not constitute the Library's endorsement of that group's policies or beliefs. In no way does the Library serve as the sponsor of groups using its meeting rooms unless a prior request for sponsorship has been approved and is specifically indicated on promotional literature. Neither the Library's address nor phone number may be given out as a contact source about the group or its meetings, other than to verify meeting place or time.

The Library cannot guarantee that a room will be available on a long-term basis. Library-sponsored programs may be granted exceptions at the discretion of the Library Director.

Room bookings may be made by telephone, however, for the use of the Program Room, a contact person is required to come to the Library at least one day before the group's first meeting to sign an agreement indicating he/she has read and understands this policy. This agreement will be kept on file at the Library, and a new agreement must be signed each time the contact person changes.

Any rental fees must be paid in advance for the full reservation period. Bookings will not be considered final until a form has been signed and any fees have been paid.

If a meeting/test is cancelled, the Library must be notified 24 hours in advance. Those failing to do so may be denied future access to the Program and Test Room. Refunds will only be paid if 24 hours' notice has been given.

Any group requiring the Program Room when the library is closed should be aware that they will not be permitted access to the rest of the library. All participants will need to leave the building at the end of their program via the double doors (east).

The Library reserves the right to make special accommodations.

Fees

The rental fee for the Program Room is \$20 per hour. Fees may be waived for volunteer-based community groups and organizations whose aims are educational, civic, charitable, or cultural, but a donation from not-for-profit groups using the room is always appreciated. Eligibility for waiving of fees is at the discretion of the Library Director. The administration fee for the Test Room is \$25. Fees may be waived at the discretion of the Library Director only under special circumstances. The fee for the Test Room must be received prior to the start of any test, unless other arrangements have been made with the testing institution.



Future use of Library facilities may be denied to any group or person failing to comply with these regulations.

Date: Approved: October 10, 2018

Board Chair: Deb Parry

A handwritten signature in black ink that reads "Deborah Parry". The signature is written in a cursive style with a large, looping initial "D".