

**Town of Hanna Library Board****Conditions for Use of Areas of the Library Not Normally Used for Public Service Policy**

The purpose of this policy is to facilitate the use of the Hanna Municipal Library meeting room by members of the public, while ensuring that the room remains in good repair. The meeting room measures about 600 square feet, and will hold about 25 people comfortably. The meeting room includes 20 chairs, 2 rectangular tables, and access to Videoconference equipment.

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 users of the meeting rooms are asked to make a donation to the Hanna Municipal Library.
3. The Library Board reserves the right to refuse rental requests at its discretion.
4. Renters are responsible for setting up the room for their events and returning the room to its original condition once their activity is complete.
5. 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.
6. 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.

**Procedures**

1. Pick up of keys a maximum of two days prior to meeting room usage.
2. Return of keys, the next business day following the meeting room usage.

**Approval Date: September 9, 2019**

**Date for Review: September 2020**