

**There is one classroom available for rent on the second floor. It can be rented on its own, or with the adjacent room to form one large meeting space (Great Room).**

**Available during branch open hours only. Setup and take-down (exception of A/V equipment) is the responsibility of the renter.**

### Who may use the rooms

- Profit or non-profit groups
- Gatherings of civic, cultural or educational character
- Non-partisan organizations, at which current election issues will be discussed by candidates for public office provided all candidates for the same office are invited

Use of rooms does not imply that the Okanagan Regional Library Board endorses or condones the beliefs of the group using the room.

Library sponsored programs are given priority in scheduling use of the rooms. **The library reserves the right to cancel a reservation if the space is needed for a library-sponsored program.** Every effort will be made to give adequate advance notice. A group is asked to give the library as much notice as possible if cancellation of its meeting is necessary.

### Renter responsibilities

- Room set up (i.e., tables, chairs)
- **Returning everything to its proper place after the meeting and leaving it clean.** A fee (minimum \$25.00) may be charged if the room is not left clean and tidy.
- Responsible for any liability for loss, injury or damage to persons or property sustained by reason of a meeting or program. The Library does not assume any responsibility for any renter's property. The renter understands that the Library is released from any and all liability for any loss, injury or damage to persons or property, which may be sustained by reason of a meeting or program.
- Ensuring that the renter's meeting does not interfere with other normal library operations. This includes limiting the number of attendees, removing any participant behaving in an offensive or bothersome way, and asking the library staff to contact the RCMP if intervention is required. If the library is closed the onus is on the renter to contact the RCMP.
- Ensuring that participants do not smoke or consume alcoholic beverages while on library property.
- Any portable technology equipment (e.g. projector remote, wireless microphones) must be placed in the designated locations in the Classrooms before leaving.
- Continued use of the room by a group will be at the discretion of the Branch Head. Use may be denied if the group is disorderly or fails to comply with Library rules.

### **Room availability and rental fees (including 5% GST tax)**

**Note:** The group's set-up and take down times must be included in the rental block.

## *Classrooms and the Great Room*

### **Classroom 1**

Capacity: (theatre style) 55

Rental fees with 5% GST tax [without tax]:

**\$52.50** (2 hour minimum) [\$50]

**\$26.25** for each additional hour [\$25]

**\$157.50** for a full day (6-8 hours) [\$150]

### **Great Room**

Capacity: (theatre style) 120

Rental fees with 5% GST tax [without tax]:

**\$189.00** (4 hour minimum) [\$180]

**\$47.25** for each additional hour [\$45]

**\$283.50** for a full day (6-8 hours) [\$270]

### **Additional Equipment**

**Renters are responsible for replacement or repair costs of any equipment used.**

**Presentation Equipment:** Some rooms can include a portable sound system, microphone and projector. Presenters are asked to bring their own computer if possible. Please inform staff at time of booking if you need any presentation equipment.

**Coffee and Catering:** The library does not have kitchen facilities. The library does allow catering in most spaces, to be arranged by the renter. Please advise staff at time of booking if you would like to have catering at your event.

**Garbage and Recycling:** If you have more than one small bag of garbage or recycling, please take it with you; our capacity is limited.

### **Access information**

- Great Room may be made available after regular hours but a staffing charge will apply.
- Other spaces are available only during open hours.

### **Reserving Classrooms or the Great Room**

- The rental fee must be paid a minimum of one week in advance of scheduled date.
- **Bookings are not finalized until rental fee has been paid.** There is a \$25.00 cancellation fee if a minimum of 24 hours notice is not given.
- Rooms are reserved by completing an application form which must be signed by one person from the group. This person is responsible for ensuring that the group using the room complies with library rules.
- Applications will be considered on a first-come, first-served basis for a particular meeting date.
- Rooms must be booked 48 hours in advance of, and no more than 60 days (2 months) prior to the date required.

*Revised July 2023*