

By-law:  
Title:

10.1  
Library Facility & Equipment

Date Implemented: July 1, 2007  
Revised: May 2019

#### By-law 10.1: Library Facility & Equipment

- 10.1.1 The portion of any building used for public Library purposes is open to any member of the public free of charge during the regular hours of operation.
- 10.1.2 Any person using the Airdrie Public Library shall follow the Patron's Code of Conduct.
- 10.1.3 There will be no smoking, including the use of e-cigarettes, in any part of the Library.
- 10.1.4 No person using the Library shall solicit other Library users for commercial, religious or political purposes.
- 10.1.5 No person using the Library shall take video or photographic images of Library staff or patrons without the permission of the Library Director or designate.
- 10.1.6 Office furnishings and equipment in the administration offices are for Library use only.
- 10.1.7 The Library Director or designate must approve materials posted on the bulletin boards. All material shall be of a cultural, recreational or educational nature.
- 10.1.8 Public use of certain Library equipment may be available in the Library on a rental basis. Rental charges are as set out in Schedule G.
- 10.1.9 Furnishings and equipment that the Library Director deems to be no longer useful will be disposed of in accordance with the following guidelines:
  - a) offered for sale through public advertising
  - b) donated to other not-for-profit organizations
  - c) discarded through an appropriate disposal process

By-law:	10.2	Date Implemented: July 1, 2007
Title:	Rental of Facilities & Equipment	Revised: May 2019

### By-Law 10.2: Rental of Facilities & Equipment

- 10.2.1 Meeting rooms are provided for library and library-related programs and meetings. After these needs are met, the meeting room facilities are available to non-profit community groups/organizations. In cases where a non-profit designation is not readily apparent, proof of tax-exempt status may be required to establish eligibility to use the room.
- 10.2.2 Rental fees and charges for the use of Library meeting rooms & equipment are set out in Schedule G.
- 10.2.3 There is no charge for use of meeting rooms by City agencies, the Advocates of the Airdrie Public Library, or groups presenting programs in which the Library is a sponsor or cooperating agency. The final determination regarding charges will be left to the discretion of the Director or designate.
- 10.2.4 The room may not be used by organizations for commercial purposes or for private social events for individuals.
- 10.2.5 No admission fee, registration fee, donation or monetary solicitation may be sought from meeting attendees.
- 10.2.6 Groups may reserve space for up to one meeting per week. Groups may only book up to six months in advance, unless the Library is a co-sponsor.
- 10.2.7 Use of the meeting rooms by any group or organization does not constitute an endorsement by the Library or Library Board of the group's policies or beliefs.
- 10.2.8 Groups using the facilities may not limit attendance on the basis of a protected Charter ground as defined by the Canadian Charter of Rights and Freedom.
- 10.2.9 The Library reserves the right to attend any meeting held in its facilities.
- 10.2.10 All renters booking the meeting rooms must complete a facility rental agreement prior to first time use. Signers of the rental agreement must be eighteen years old or older.
- 10.2.11 Facilities will not be rented on statutory holidays or days when the Library is closed unless approved by the Director.
- 10.2.12 No alcohol may be served.
- 10.2.13 Pre-payment is required. Payment confirms booking.
- 10.2.14 Cancellations must be at least 24 hours in advance of the booking date. The Library reserves the right to apply charges to renters who provide less notice.
- 10.2.15 Individuals under the age of 18 participating in events must be supervised by the renter.

- 10.2.16 The renter shall be financially responsible to the Library for all loss or damage to the meeting rooms, equipment, or facilities occasioned by any person or persons admitted to the premises by, or acting on behalf of, the renter.
- 10.2.17 Renters are responsible for ensuring that all external publicity includes the following disclaimer: *Rental of library meeting rooms does not imply endorsement of the aims and objectives of the renter by the Airdrie Public Library.*
- 10.2.18 The Library assumes no responsibility for the safety, loss or damage of items held on Library premises for the renter.
- 10.2.19 The Library shall have the authorization to request that the renter vacate the premises due to inappropriate conduct or overstaying of time.
- 10.2.20 Renters using library facilities cannot have access before library opening without prior approval by the Director.
- 10.2.21 The meeting rooms must be vacated by a half hour before closing.
- 10.2.22 Failure to comply with Rental of Facilities & Equipment By-Law 10.2 shall disqualify the renter from further use of the meeting rooms.
- 10.2.23 The decision of the Library Director shall be final in all matters pertaining to the interpretation of this by-law.

Category:	Library By-Laws	Effective Date May 1, 2007
Schedule Number:	Schedule G	
Title:	Facility & Equipment Rental Fees	Revised: May 17, 2019

Schedule G: Facility & Equipment Rental Fees

There is no charge for use of meeting rooms by City agencies, the Advocates of the Airdrie Public Library, or groups presenting programs in which the Library is a sponsor or cooperating agency. Non-profit community groups will be charged as follows:

**Meeting Room Charges:** Half Day: up to 4 hours    Full Day: over 4 hours

McCall Meeting Room	\$25.00 / half day \$50.00 / whole day
Program Room	\$50.00 / half day \$100.00 / whole day
Late vacating of a rented room	\$25.00 each additional 15 minutes

There will be a \$25 charge for no shows or cancellations without 24-hour notice.

**Additional fees will be charged for the following:**

Coffee Supplies	\$5.00 for use of coffee maker and cups
Laptop computer	\$25.00 / use
Videoconference Equipment	\$25.00 / use
Miscellaneous Equipment	\$5.00 / use

There will be no charge for the use of tables and chairs.