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# MORINVILLE COMMUNITY LIBRARY POLICY AND PROCEDURES MANUAL

## 5. LIBRARY SERVICES AND PROGRAMS

### 5.1 COMPUTER & INTERNET POLICY

#### INTENT

Computers and Internet offer extensive access to information and, except for the restrictions below, the Library makes no attempt to monitor, control or restrict the content and type of material available via the Internet. The selection policies that guide the Library for the purchase of written materials cannot be applied to the material available on the Internet. The Library shall not employ any “blocking” software which could limit access to materials. “Blocking” software can be effective at stopping undesirable material and yet often restricts access to good and legitimate material.

The use of Internet access at the library shall be governed by the policies and procedures approved by the Town of Morinville Library Board.

#### POLICY

##### **Who Has Access**

1. Any person(s) using public computers agree(s) to the Morinville Community Library’s ***Computer and Internet Access Agreement Form 5.1*** (Appendix 5A).
2. Any person under the age of 13 must have informed permission from a parent or guardian recorded on file by a Library staff member.
3. Any person under the age of 8 must be accompanied by a parent, guardian or responsible adult.
4. Proof of identification may be requested by Library staff. Access will be denied in the absence of proper identification.

##### **Limitations/Restrictions**

5. Public computers shall not be used for:
  - 5.1 any purpose which violates the Criminal Code of Canada, Federal, Provincial and International Law. Library staff may be required to report infringements which are of a criminal or public safety nature to the RCMP;
  - 5.2 creating, propagating, storing and transmitting computer malware, adware or similar devices;
  - 5.3 damaging, unlawfully modifying, and/or altering software programs or data on any database, file or system;
  - 5.4 illegally accessing other computers, computer systems, networks, computer files, passwords, or data belonging to another person or legal entity;

- 5.5 impersonating another person;
  - 5.6 making unauthorized copies of copyright, licensed or otherwise proprietary materials including but not limited to, software, data graphics, text or any other form or type of information;
  - 5.7 accessing material that is profane, obscene, or pornographic, that advocates illegal acts, or that advocates violence or discrimination towards other people or animals. A special exception may be made if the Director (and, in the case of persons under 18 years old, the person's parent or guardian) approves the purpose of such access;
  - 5.8 any use of personal devices in the Morinville Community Library including but not limited to: computers, tablets and cell phones are subject to the same rules and policies as public computers.
6. Users who are found misusing the public computers or personal devices as per 6.1.5, or who have not complied with the Public Computer Use Agreement, shall have their computer access or library access privileges revoked for a term to be determined by management.
  7. Time limits for the public computers shall be determined and set by library staff.

### **Staff Assistance**

8. Library staff's availability to give assistance on the public computers shall not exceed five minutes, unless time and duties permit. It is expected that persons accessing the public computers have some basic computer skills such as: using a mouse, familiarity with a keyboard and using a menu-based computer program. Staff are permitted to help with access to the Internet, offer searching suggestions, support the access and use of online library resources, and answer basic questions. These services will be offered as staff is available.
9. Library staff shall not offer any assistance where professional training, skills, expertise and education are required such as, but not limited to, counselling, HR topics, computer and devices technical support.
10. Appointments must be made where support for online library resources exceeds five minutes.

### **Liability**

11. The Library is not responsible for damage to a person's electronic property, or for any loss of data, damage or liability that may occur from a person's use of the public computer.
12. Any damage caused to the Library's computer software or hardware, either with or without intent, by persons using the public computers will be the responsibility of that person.
13. The Library is not responsible for the accuracy or quality of the information or programs obtained through the Internet. There is no warranty of any kind, either expressed or implied, that the information or programs are error-free or without defect.

## **5.2 HOURS OF SERVICE**

### **POLICY**

1. Hours of service of the Library shall conform as closely as possible to the needs of the community, with due consideration to limitations of budget and staffing.
2. Actual hours of operation shall be determined by the Board. See *By-Laws, Section 2.1 Schedule D, Hours of Opening*.

## **5.3 CONFIDENTIALITY OF USER RECORDS**

### **POLICY**

Morinville Community Library and its Board and staff are subject to the *Libraries Act* and *Freedom of Information and Protection of Privacy Act* (FOIP).

1. Library board members, staff, and volunteers will only collect patrons' personal information when it is required for the purpose of delivering public library service.
2. No records are kept of a cardholder's item checkout history unless the cardholder has given written permission. If this record is kept, it is subject to disclosure with the cardholder's other records under the conditions described in points 3 and 6.
3. Library staff, board members, and volunteers will not disclose a patron's personal information to a third party without the individual's consent, except:
  - a. in response to a court order (e.g. subpoena, search warrant) or another request from a law enforcement agency to assist in an investigation. Library representatives are only required to disclose personal information to law enforcement officers upon presentation of a written court order; they are not required to comply with other requests;
  - b. in partnership with other Alberta libraries and library systems for the purpose of sharing material under conditions defined in existing resource sharing agreements and programs (e.g. interlibrary loan agreements, TAL Card, ME Libraries), collecting fees or fines, and retrieving borrowed materials. Cardholders will sign a form acknowledging their contact information will be available to other organizations for these purposes;
  - c. for the purpose of contacting next of kin or emergency response personnel in the case of an emergency.
4. No patron information, including presence in the library, will be given over the phone.
5. Staff and volunteers are to keep the reading, listening, and viewing habits of individual patrons confidential.

6. Upon request, a library member will be given access to all information concerning their records. Access to a member's record is limited to that member with the following exceptions:
  - a. in the case of a library member twelve (12) years of age and under, complete access is also provided to the parent or guardian;
  - b. in the case of a library member thirteen (13) to seventeen (17) years of age inclusive, access is also provided to the parent or guardian listed on file if the information is provided to aid in the retrieval of borrowed material or the collection of outstanding library charges;
  - c. in the case of a person with limited or no access to library facilities, access to their record will be provided to the person(s) noted in the member record as assisting in the management of the care and return of library materials;
  - d. if the member has given written permission for someone else to access their records.

#### **5.4 INTERLIBRARY LOANS & RESOURCE SHARING**

##### **POLICY**

1. The Board shall actively participate in resource-sharing programs and services, including but not limited to, the provincial interlibrary loan program, ME Libraries, and the TAL Card program.
2. Any charges incurred from materials borrowed outside the Province of Alberta shall be passed on to the patron.
3. The Board shall follow the TRAC Operational Guidelines and all resource sharing and interlibrary loan policies set by Public Library Services Branch.

#### **5.5 REFERENCE & INFORMATION**

##### **POLICY**

Staff may conduct reference transactions to assist members of the public in obtaining information they seek within budget and staffing constraints.

#### **5.6 CUSTOMIZED LIBRARY SERVICES & OUTREACH**

##### **POLICY**

The Library will provide customized library services and outreach to accommodate the library needs of the elderly, handicapped, homebound, and print disabled patrons within budget and staffing constraints.

## **5.7 BOOK REPLACEMENT**

### **POLICY**

1. Patron must make arrangements to replace lost or damaged books. Where a replacement is available, there are two options:
  - Patron can replace book at their own expense, in the same format as the lost or damaged book; or
  - If the book is easily available, the library will replace the book and charge the patron the reduced price where applicable.
2. If a replacement for the book is available, the patron must pay the cost as set by the library.
3. Overdue charges will still apply.
4. A \$2.00 service charge may be applied to the cost of the book replacement.
5. When the patron replaces the book, the \$2.00 service charge will be waived.

## **5.8 COMMUNITY PROGRAMS**

### **POLICY**

The Library shall focus on offering/hosting programs which reflect and support the current Plan of Service and Strategic Plan.

#### LIBRARY PROGRAMS:

- Where library management deems appropriate, attendance may be limited to Morinville Community Library members only.
- The Library Director determines the charge for program attendance when necessary.

#### PARTNERSHIPS:

- The Library shall endeavor to partner with individuals, groups and agencies offering community programs to co-ordinate activities that align with the Morinville Community Library Plan of Service and Strategic Plan as determined by library management.
- Partnerships are subject to room availability and staff capacity.
- The *Room Use Agreement Form* (Section F) shall be signed by all parties, as well as the Partnership Agreement, where the partners' respective responsibilities will be listed.

#### EXTERNAL (non-partners):

- Programs offered by non-partners see Program Room Bookings Policy 5.9.
- Events or programs by charities or non-profit organizations that do not have the status of partners with the library will be given a discount of 25% for use of space, provided bookings are within operating hours.
- All others will be charged according to Room and Equipment Rental Contract rates. (*Refer to By-Laws of the Town of Morinville Library Board; Schedule E: Services, Equipment and Room Rental Fees*).
- In case of conflict between library use and community use the Library Director will have final say.

## 5.9 PROGRAM ROOM BOOKINGS

According to the Town of Morinville guidelines for room occupancy the following rules shall be followed:

SPACE WITH NON-FIXED SEATS AND TABLES – 25

SPACE WITH CHAIRS – 30

The Morinville Community Library welcomes the use of its program room. The library has one room that is used for library and library-related programs and meetings but is also available for rent by individuals, groups, and organizations. All rentals will be subject to the terms defined by this policy.

1. Use of the program room is subject to Policy 4-Library Facilities and By-Laws of the Town of Morinville Library Board.
2. Use of the program room by an individual, group, or organization does not constitute endorsement by the Library Board of that individual, group, or organization's beliefs or policies. Activities must not contravene the *Criminal Code of Canada, Provincial Rules & Regulations, Municipal By-laws, and Town of Morinville Library By-Laws and Policies*. The Library Director reserves the right to refuse a booking.
3. Promotional materials must not imply or suggest that the library is endorsing the purpose of the room use and must contain the following disclaimer: *This program/event is not sponsored by the Morinville Community Library and the Library carries no responsibility for its content.*
4. The meeting room cannot be rented for bazaars, religious services, fundraising events or private functions other than those offered by the library.
5. Room bookings will be confirmed upon receipt of full payment and the completed agreement form. Bookings cancelled prior to 1 week before the rental date will be charged a 10% administration fee. Bookings not cancelled, or cancelled less than one week before the rental will be charged the full rental cost.
6. Cancellations may be made for any reason with the approval of library management with a full refund of all fees paid in advance by the renter. Where possible, alternate dates will be proposed.
7. The room must be clean and left in the same condition as upon entrance or fees for excessive cleaning will apply. Any damage to the Morinville Community Library building and/or its equipment must be repaired, replaced or reimbursed at the renter's expense.
8. The Morinville Community Library is not responsible for injuries or personal articles left, damaged or stolen.
9. Storage space is not provided.
10. Tables and chairs will be provided by library staff. The set up and cleaning of the room is the responsibility of the renter. Keys to the facility shall not be provided.

11. Library equipment must remain in the library building and cannot be rented out. Equipment is to be set up and taken down by library staff only.
12. Persons using the program room are subject to all library rules and regulations. Any vandalism, rowdy behaviour or extended use of allotted time may be subject to additional charges or loss of privileges.
13. Library staff is responsible for enforcing policies related to the use of library facilities and providing equipment support, but the library is not responsible for the running of events in rented space. The renter is responsible for the behaviour and safety of its associated individuals, which must align with library policy.
14. A representative of the organization eighteen (18) years of age or over must sign a rental agreement stating they have read the policy and agree to its terms and by signing assume full responsibility and liability for the function and those involved.

**INDEX FOR PROGRAM ROOM BOOKINGS.**

Contact Information Booking Form (ALL BOOKINGS) Section A (page 9).

Room Rental Rates Section B (page 9).

Birthday Party Booking Form Section C (pages 10/11).

Private Movie Booking Form Section D (page 12).

Equipment Rental Booking Form Section E (page 13).

Room Use Agreement Form Section F (pages 14/15).

Partners

\*\* Complete Room Use Agreement Form Section F (page 14/15).

External/Non-Partner (event/meeting/workshop/training)

\*\* Complete External/Non-Partner Program Booking Form Section G (pages 16/17).

Staff Use Only Sections H/I (page 18).

Birthday Party Attendees Section J (page 19).

Movie Attendees Section K (page 20).

**APPROVED BY BOARD**

**REVIEW Date:** \_\_\_\_\_

\_\_\_\_\_  
**Board Chair Signature**

\_\_\_\_\_  
**Date**



**LIBRARY SERVICES AND PROGRAMS APPENDIX 5A**

**FORM 5.1 – COMPUTER AND INTERNET ACCESS AGREEMENT**

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

- I understand that the Internet access is provided free of charge, except for printing costs.
- For minors under 13 years of age:
  - I understand I must have a parent or guardian with me every time I want to use the Internet terminal.
- For minors under 16 years of age:
  - I understand that I must have a parent or legal guardian, sign this Internet Access Agreement.
- I agree to respect the time limits and the scheduling of time slots (ask the librarian for more details.) The Internet access is on a first-come, first-serve basis, although time slots can be pre-booked for research and exams. This time will be forfeited if I am late.
- I understand that I must meet accepted standards of behaviour while using the Internet terminal:
  - I agree not to use profanity or obscenity.
  - I agree to respect copyright laws and rules.
  - I agree to avoid using the Internet terminal to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people.
  - I agree not to use the Internet terminal for illegal access to other computers, computer systems, networks, computer files, passwords or data, nor to introduce viruses to this or any other computer.
  - I agree to avoid damaging the Library's hardware or software.
  - I agree not to represent myself as another person.
- I understand that I will be responsible for any cost incurred as a result of my Internet activities. This includes any damage to the hardware or software, either with or without intent.
- I recognize that using the Internet terminals is a privilege that can be revoked or suspended if any of the above rules are broken.
- I understand that the staff may require proof of age.
- I understand that I am expected to have some basic computer skills.
- I understand that if I use my own computer disk in the library computers, I will be responsible for any damage it may cause to the software or hardware of the computer terminal.
- I understand that the Morinville Community Library is not responsible for:
  - loss of data, damage or liability that may occur from using the Internet terminals;
  - the accuracy or quality of the information or programs obtained on the Internet;
  - accidental or intentional accessing of objectionable material.
- For parents: as a parent or guardian of a user who is a minor, I recognize that the Internet is unregulated and cannot be regulated. I agree to instruct my minor dependent in standards for acceptable use. If there are areas of materials I do not wish my child to access, I will outline those areas for my child and hold them responsible for upholding the standards I set. I will not expect the staff to supervise, limit, censor, or regulate my child beyond the scope of the rules listed above. I will be responsible for any hardware or software damage caused by my child in the course of using the library's equipment. If my child is under 13 years old, I agree to ensure that a responsible adult will accompany them and provide direct supervision.

Signature of user: \_\_\_\_\_

Signature of parent or guardian: \_\_\_\_\_

*The information on this form is collected under Section 33 of the Freedom of Information and Protection of Privacy Act (FOIP) and is used solely for purposes relating to the Morinville Community Library. If you have any questions, please contact the Information Management/FOIP Coordinator for the Morinville Community Library at 10119-100 Avenue, Morinville, AB T8R 1P8 or (780-939-3292).*

**SECTION A - Contact Information/Booking Form**

**Purpose of Booking/Room Use:** \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

The person signing this agreement must be eighteen (18) years of age or over and by signing this contract, assume full responsibility and liability for the function and those involved.

**\*\*Bookings cancelled prior to 1 week before the rental date will be charged a 10% administration fee. Bookings not cancelled, or cancelled less than 1 week before the rental, will be charged the full rental cost. \_\_\_\_\_ initial**

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**SECTION B - Room Rental Rates: *\*\*all prices include GST***

	<b>Within Library Hours</b>	<b>Outside of Library Hours Monday – Sunday</b>
1 HOUR	\$30	\$40/hour
4 HOURS	\$75	
8 HOURS	\$100	
Private Movie Booking	\$125	
<b>Library Themed Birthday Parties</b>	<b>\$125 Week-ends ONLY</b>	

**SECTION C – BIRTHDAY PARTY BOOKING FORM**

1. Staff will confirm the date of the party before taking payment.
2. All bookings are tentative until room availability is confirmed and payment has been received in full.
3. Booking fee of \$125.00 due upon confirmation of booking includes the following:
  - 3.1 Use of the Morinville Community Library Program Room for up to 15 children (maximum of 20 guests in the room). Required ratio: Age 0-5 years = 1 adult per 3 children; Age 6-12 years = 1 adult per 5 children; Age 13 & up = 2 adults.
  - 3.2 Use of our Lego or craft activity supplies.
  - 3.3 Theatre popcorn.
  - 3.4 Room set up by staff (tables/chairs).
4. Parents may arrive 30 minutes early to decorate (nothing affixed to walls). \_\_\_\_ *initial*
5. Parents are responsible for providing birthday items i.e. cake, cake knife, food, beverages, plates, cutlery, napkins and cups. \_\_\_\_\_ *initial*
6. Please check in at the front desk before the party. \_\_\_\_\_ *initial*
7. Renter is responsible for supervising all children and guests for the duration of the rental. \_\_\_\_\_ *initial*
8. The room must be clean and left in the same condition as upon entrance. When finished, please check out at the front desk. Any damage to the Morinville Community Library building and/or its equipment must be repaired or replaced at the renter's expense. \_\_\_\_\_ *initial*
9. Use of the program room is subject to all library rules and regulations as enforced by library staff.
10. The Library is not responsible for personal injury or articles left in the room. Any vandalism, rowdy behavior or extended use of allotted time may be subject to additional charges or loss of privileges.
11. The renter agrees to indemnify and save harmless the Morinville Community Library against all claims, demands, losses, costs, damages, actions, suits or proceedings arising out of, or in any way related to the rental of the facilities under this agreement.
12. Damage Deposit of \$200 refunded upon inspection. \_\_\_\_\_ *initial*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Preferred party date \_\_\_\_\_ 12:30 – 3:30 pm.

Total number of children (max 15) \_\_\_\_\_ Number of adults: \_\_\_\_\_

Birthday party theme (please circle choice)

Lego Party

Craft Party

Staff will confirm the date of the party before taking payment.  
All bookings are tentative until room availability is confirmed, and payment received.  
Fees are due upon confirmation of booking.

**\*\*Bookings cancelled prior to 1 week before the rental date will be charged a 10% administration fee.  
Bookings not cancelled, or cancelled less than 1 week before the rental, will be charged the full rental cost. \_\_\_\_\_ initial**

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Booking staff name: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and agree to the terms of the Morinville Community Library Birthday Party Booking Agreement.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

**Date Paid:** \_\_\_\_\_ **Method of Payment:** \_\_\_\_\_

\_\_\_\_\_  
**Staff Signature**

\_\_\_\_\_  
**Print Staff Name**

**SECTION D – PRIVATE MOVIE BOOKING FORM**

1. Private movie bookings are subject to a \$125 fee which includes popcorn for up to 25 people, set up and take down of chairs and AV equipment, and one staff member to run equipment.
2. Use of the Morinville Community Library Program Room for up to 15 children (maximum of 25 guests in the room). Required ratio: Age 0-5 years = 1 adult per 3 children; Age 6-12 years = 1 adult per 5 children; Age 13 & up = 2 adults.
3. Contract and payment must be returned at least one week prior to event date to confirm booking. \_\_\_\_\_ *initial*
4. All persons viewing the movie must be included under membership at Morinville Community Library in good standing or apply for a free temporary membership due to movie licensing rules.
5. The Morinville Community Library is not responsible for any personal injury or articles left in the room.
6. Library staff will contact booking party one week before event to confirm payment owing to cover booking fee.
7. Please check in at the front desk upon arrival. \_\_\_\_\_ *initial*
8. The room must be clean and in the same condition as you found it. When you are finished, please check out at the front desk. Any damages or excessive mess may be subject to additional charges. \_\_\_\_\_ *initial*
9. The Morinville Community Library is not responsible for personal injuries or articles left or stolen. \_\_\_\_\_ *initial*
10. Damage Deposit of \$200 refunded upon inspection. \_\_\_\_\_ *initial*

**Movie Title:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

I \_\_\_\_\_ declare all persons listed on attached form included under Morinville Community Library membership.

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Print Staff Name

\_\_\_\_\_  
Date

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**SECTION E – EQUIPMENT RENTAL BOOKING FORM**

Equipment Rental Rates: *\*\*all prices include GST*

	<b>COST PER RENTAL</b>
Smart Board & DVD player	\$50
Laptop	\$30
Computer lab (10 laptops includes mice, cords, mouse pads)	\$300 includes \$50 staff setup and take down
Coffee/tea includes cream/sugar/cups	\$20

Equipment must remain in the library building and cannot be rented out.

**Equipment is to be set up and taken down by library staff only.**

Organization \_\_\_\_\_ Contact Name \_\_\_\_\_

Nature of Meeting/Event \_\_\_\_\_

Address \_\_\_\_\_ City/Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

Equipment Required:

	<b>Day(s) Required</b>	<b>Date Required</b>	<b>Time Required</b>	<b># Attending</b>
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			
	Sunday			
<b>Equipment Required</b>			<b>Rental Charges</b>	
	Chairs: total number		Included in room rental fee	
	Tables: total number		Included in room rental fee	
	Coffee/tea		\$	
	Smart Board		\$	
	Laptop		\$	
	DVD player		\$	
	<b>Total charges</b>		<b>\$</b>	

Damage Deposit of \$200 refunded upon inspection. \_\_\_\_\_

Staff complete “Staff Use Only” Form, Appendix H.

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## **SECTION F – ROOM USE AGREEMENT FORM**

**This use agreement is governed by Policy 4. Library Facilities, 5.8 Community Programs and 5.9 Program Room Bookings.**

1. Use of the meeting room by an individual, group, or organization does not constitute endorsement by the Library Board of that individual, group, or organization's beliefs or policies. Activities must not contravene the Criminal Code of Canada, Provincial Rules & Regulations, and Municipal By-laws, and Town of Morinville Library By-Laws and Policies.
2. Promotional materials must not imply or suggest that the library is endorsing the program and must contain the following disclaimer: This program is not sponsored by the Morinville Community Library and the Library carries no responsibility for its content or purpose. This does not apply to partnerships where the contract will define responsibilities. \_\_\_\_\_initial
3. The meeting room cannot be rented for bazaars, religious services, fundraising events or private functions other than those offered by the library.
4. The Morinville Community Library is a non-smoking, non-vaping facility with the exception of cultural practices. Alcohol consumption is not permitted in the meeting room except under special arrangements to be discussed with library management and with proof of a valid liquor license.
5. Room bookings will be confirmed upon receipt of the full payment and completed agreement form. Bookings cancelled prior to 1 week before the rental date will be charged a 10% administration fee. Bookings not cancelled, or cancelled less than one week before the rental will be charged the full rental cost. \_\_\_\_\_initial
6. Booking cancellations by the library may be made for any reason at the discretion of library management with a full refund of all fees paid in advance by the renter. Where possible, alternate dates will be proposed.
7. The room must be clean and left in the same condition as upon entrance. When finished, please check out at the front desk. Any damage to the Morinville Community Library building and/or its equipment must be repaired or replaced at the renter's expense. \_\_\_\_\_initial
8. The Morinville Community Library is not responsible for personal injuries or articles left or stolen. \_\_\_\_\_initial
9. Storage space is not provided.
10. Tables and chairs will be provided by library staff. The set up and cleaning of the room is the responsibility of the individual, group or organization. Keys to the facility shall not be provided to individuals or organizations renting the room.
11. Library equipment must remain in the library building and cannot be rented out. Equipment is to be set up and taken down by library staff only.
12. Persons using the program room are subject to all library rules and regulations. Any vandalism, rowdy behavior or extended use of allotted time may be subject to additional charges or loss of privileges. \_\_\_\_\_initial
13. Library staff is responsible for enforcing policies related to the use of library facilities and providing equipment support but the library is not responsible for the running of events in rented space. The renter is responsible for the behaviour and safety of its associated individuals, which must align with library policy.

- 14. The library uses live and recording security cameras to help ensure the safety of its staff and patrons. By renting library space the renter understands that security recordings are taking place and may be used internally or by law enforcement if necessary, as determined by management. \_\_\_\_\_initial
- 15. A representative of the organization eight (18) years of age or over must sign a rental agreement stating that they have read the policy and agree to its terms and by signing assume full responsibility and liability for the function and those involved. \_\_\_\_\_initial
- 16. Damage deposit of \$200 refunded upon inspection. \_\_\_\_\_initial

I have read and agree to the terms of the Morinville Community Library Room Use Agreement. \_\_\_\_\_initial

The Partnership Agreement has been signed. \_\_\_\_\_ Yes \_\_\_\_\_ No

**Program Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Repeat Program:** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Dates & Times Required:**

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---



---

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Print Staff Name

\_\_\_\_\_  
Date

The person signing this agreement must be eighteen (18) years of age or over and by signing this contract, assume full responsibility and liability for the function and those involved.

**\*\*Bookings cancelled prior to 1 week before the rental date will be charged a 10% administration fee. Bookings not cancelled, or cancelled less than 1 week before the rental, will be charged the full rental cost. \_\_\_\_\_initial**

*The information on this form is collected under Section 33 of the Freedom of Information and Protection of Privacy Act (FOIP) and is used solely for purposes relating to the Morinville Community Library. If you have any questions, please contact the Information Management/FOIP Coordinator for the Morinville Community Library at 10119-100 Avenue, Morinville, AB T8R 1P8 or (780-939-3292).*



**SECTION G: EXTERNAL/NON-PARTNER PROGRAM BOOKING FORM**

Date: \_\_\_\_\_

Event/Program Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**Date of Event/Program:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Repeat Program:** \_\_\_\_\_ **Yes**                      \_\_\_\_\_ **No**                      **Duration:** \_\_\_\_\_ **(wks)**

**Description of program:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dates & Times Required: (once each week/what day)** \_\_\_\_\_

Target audience (include recommended ages): \_\_\_\_\_

User fee: \_\_\_\_\_ (if charged)

Maximum number of participants: \_\_\_\_\_ This number determined by library management based on set-up requirements and fire code.

Minimum number of participants required to run event: \_\_\_\_\_ *This number determined by Library Management according to room demand and event type.*

The Library reserves the right to cancel due to non or low attendance or library emergency in which case we will refund un-used portion.

Cancel event if minimum is not reached 48 hours prior

Registration by:     Library             Renter/Organizer

Event is drop-in

Name of Program: \_\_\_\_\_

Name of Presenter/Company: \_\_\_\_\_

Presenter/instructor agrees to:

- provide the library with a short program description at least 3 weeks prior to event: (6 weeks required to be included in monthly newsletter);

Short Program Description

- adding the following to all marketing material:

Under the guidelines set forth by the Morinville Community Library Board the MCL and it's employees carry no responsibility for the program content or purpose regarding any program offered by external organizers securing the use of MCL's facilities.

Equipment Required: \_\_\_\_\_ Yes \_\_\_\_\_ No

\*\* If yes complete Equipment Rental Section E (page 13)

Program will be included in the website calendar, display case calendar, and newsletter.

\_\_\_\_\_ Yes \_\_\_\_\_ No \*\*If more promotion is required please request a quote.

Information can be emailed to [programming@morinvillelibrary.ca](mailto:programming@morinvillelibrary.ca)

\_\_\_\_\_  
Presenter/Instructor Signature Printed Name Date

\_\_\_\_\_  
Morinville Library Staff Signature Printed Name Date

The person signing this agreement must be eighteen (18) years of age or over and by signing this contract, assume full responsibility and liability for the function and those involved.

Payment for the bookings is due no later than \_\_\_\_\_.

**\*\*Bookings cancelled prior to 1 week before the rental date will be charged a 10% administration fee. Bookings not cancelled, or cancelled less than 1 week before the rental, will be charged the full rental cost. \_\_\_\_\_ initial**

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**SECTION H: STAFF USE ONLY**

Type of Booking

Birthday Party Theme \_\_\_\_\_ (Section C must be filled)

Private Movie Booking (Section D must be filled)

Equipment Rental (Section E must be filled)

Meeting (Partner–Section F “or” External–Section G must be filled)

Program (Partner–Section F “or” External–Section G must be filled)

Name of renter: \_\_\_\_\_

Deposit: Received: \_\_\_\_\_ Date: \_\_\_\_\_ *staff initial*

Deposit: Refunded: \_\_\_\_\_ Date: \_\_\_\_\_ *staff initial*

Fee: \_\_\_\_\_ Date received: \_\_\_\_\_

Method of payment: \_\_\_\_\_ *staff initial*

*\*\*In case of damage or excessive mess please refer the refund decision to management.*

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**SECTION I: MANAGEMENT**

Booking confirmed: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ *staff initial*

Name of renter: \_\_\_\_\_

Date of booking: \_\_\_\_\_ Telephone: \_\_\_\_\_

Deposit: Refunded: \_\_\_\_\_ Date: \_\_\_\_\_ *staff initial*

Fee: \_\_\_\_\_ Date: \_\_\_\_\_

Type of booking: \_\_\_\_\_

**SECTION J: Birthday Party List of Attendees**

Date: \_\_\_\_\_

	First Name	Last Name	Age	Check one
1.				<input type="checkbox"/> parent <input type="checkbox"/> child
2.				<input type="checkbox"/> parent <input type="checkbox"/> child
3.				<input type="checkbox"/> parent <input type="checkbox"/> child
4.				<input type="checkbox"/> parent <input type="checkbox"/> child
5.				<input type="checkbox"/> parent <input type="checkbox"/> child
6.				<input type="checkbox"/> parent <input type="checkbox"/> child
7.				<input type="checkbox"/> parent <input type="checkbox"/> child
8.				<input type="checkbox"/> parent <input type="checkbox"/> child
9.				<input type="checkbox"/> parent <input type="checkbox"/> child
10.				<input type="checkbox"/> parent <input type="checkbox"/> child
11.				<input type="checkbox"/> parent <input type="checkbox"/> child
12.				<input type="checkbox"/> parent <input type="checkbox"/> child
13.				<input type="checkbox"/> parent <input type="checkbox"/> child
14.				<input type="checkbox"/> parent <input type="checkbox"/> child
15.				<input type="checkbox"/> parent <input type="checkbox"/> child
16.				<input type="checkbox"/> parent <input type="checkbox"/> child
17.				<input type="checkbox"/> parent <input type="checkbox"/> child
18.				<input type="checkbox"/> parent <input type="checkbox"/> child
19.				<input type="checkbox"/> parent <input type="checkbox"/> child
20.				<input type="checkbox"/> parent <input type="checkbox"/> child

**SECTION K: Private Movie Booking List of Attendees**

Date: \_\_\_\_\_

	First Name	Last Name	Age	Check one
1.				<input type="checkbox"/> adult <input type="checkbox"/> child
2.				<input type="checkbox"/> adult <input type="checkbox"/> child
3.				<input type="checkbox"/> adult <input type="checkbox"/> child
4.				<input type="checkbox"/> adult <input type="checkbox"/> child
5.				<input type="checkbox"/> adult <input type="checkbox"/> child
6.				<input type="checkbox"/> adult <input type="checkbox"/> child
7.				<input type="checkbox"/> adult <input type="checkbox"/> child
8.				<input type="checkbox"/> adult <input type="checkbox"/> child
9.				<input type="checkbox"/> adult <input type="checkbox"/> child
10.				<input type="checkbox"/> adult <input type="checkbox"/> child
11.				<input type="checkbox"/> adult <input type="checkbox"/> child
12.				<input type="checkbox"/> adult <input type="checkbox"/> child
13.				<input type="checkbox"/> adult <input type="checkbox"/> child
14.				<input type="checkbox"/> adult <input type="checkbox"/> child
15.				<input type="checkbox"/> adult <input type="checkbox"/> child
16.				<input type="checkbox"/> adult <input type="checkbox"/> child
17.				<input type="checkbox"/> adult <input type="checkbox"/> child
18.				<input type="checkbox"/> adult <input type="checkbox"/> child
19.				<input type="checkbox"/> adult <input type="checkbox"/> child
20.				<input type="checkbox"/> adult <input type="checkbox"/> child

Due to movie licensing rules I declare all persons attending the movie are included under membership in good standing at Morinville Community Library or have a free temporary membership. \_\_\_\_\_ ***initial***