



FACILITY USE

Policy Number: 2022-008
Revisions approved: June 2022
To be reviewed: June 2025

Purpose or Intent

The Town of Trochu Library welcomes members and visitors to use the library facility during operating hours. The Library has very limited availability for off-hours rental.

Authority

The Town of Trochu Library board is required to set out:

“The terms and conditions for use of any areas of a building managed by the board that are not normally used for library purposes, including who may use those areas.”

Libraries Regulations 7(2)(g).

Policy Statement(s)

1. The Library shall strive to be accessible to all patrons during operating hours for library-related and -appropriate activities.
2. The Library Manager may approve programming during hours of operation to meet Plan of Service goals and should inform the board of this programming at the next regular meeting.
3. Off-hour rental of the Library requires a written request to the Board who will approve/not approve after considering the occasion, use and availability of supervision.
 - a. Off-hour rentals will be subject to a fee as determined by the Board.
 - b. Off-hour rentals would be subject to all Library policies including the Code of Conduct, Violence and Harassment, and Smoking.
 - c. The group renting would be responsible for the costs of repairing any damage and for any excessive cleaning resulting from the rental.

Pam Bezanson, Library Chairperson

Date