



## REQUEST FOR USE OF LIBRARY FACILITIES/GROUNDS

### Use of Library Facilities or Grounds Policy

Requests for use of the Library facilities or grounds for non-library use must be made in writing at least 10 days prior to the requested use. Requests will be considered by the Chief Librarian on a case by case basis, following consultation with Bowen Island Municipality. The Library reserves the right to refuse any application for use deemed inconsistent with the Library vision, mission and guiding principles.  
([www.bowenlibrary.ca](http://www.bowenlibrary.ca))

The following guidelines will be followed:

Use of the Library facilities or grounds must not disturb normal library operations. The Library reserves the right to deny permission or stop any gathering that it considers disruptive to normal library operations at its discretion.

The Library will reserve the right to charge a fee to any applicant wishing to hold an event. The amount of the fee will be determined based on the nature, size and anticipated revenues raised by the event.

Any person or group using the facilities or grounds assumes full legal responsibility for breakage or damage to Library property and agrees to leave the facilities/grounds in the same condition as they found them. All materials and trash must be removed from Library grounds. Extra custodial costs or costs of damages incurred as a result of any activity shall be paid by the applicant.

Any organization, group, business or individual using the library facilities or grounds under this policy, agrees to hold the Library harmless from any loss, damage, liability costs and/or expense that may arise during, or be caused in any way by, such use of the Library facilities or grounds.

Children must be supervised at all times.

No smoking is allowed on library property.

No unwarranted implication that a group is sponsored or endorsed by the Library is permitted.

Partisan activities (activities or events which show an allegiance to one political party or political cause) presented without opposing viewpoints may not be consistent with the Library's guiding principles.

Library users may not be filmed or photographed without their knowledge and consent. Incidental personal photography or video is permitted. Commercial filming requires formal permission from both the Library and Bowen Island Municipality.



# REQUEST FOR USE OF LIBRARY FACILITIES/GROUNDS

## Application

Name of the Group or Organization making request: \_\_\_\_\_

Date and time of requested use: (date) \_\_\_\_\_ from (time) \_\_\_\_\_ to \_\_\_\_\_

What part(s) of the library or library grounds are you requesting to use? \_\_\_\_\_

General description of event: \_\_\_\_\_

\_\_\_\_\_

Number of people expected to attend: \_\_\_\_\_

- (Yes/No)      \_\_\_ Will the event be open to the public?
- \_\_\_ Will there be a fee, charged?
- \_\_\_ Will you use sound amplification?
- \_\_\_ Will your event block access to any part of the library or grounds?

### **This Request must include signing the agreement below**

*Upon acceptance of this request for the event on \_\_\_\_\_ [date],  
 I \_\_\_\_\_, as the individual, or as representative of the group  
 identified upon page 1 of this application, agree that:  
 I have received a copy of the Library Facility/Grounds Use Policy. I have read it carefully and agree to abide by the  
 policies and guidelines of the library and, as applicable, commit the group I represent to do the same. I understand  
 that our use of the grounds will be forfeited if our group, or I, do not adhere to the policies stated in this agreement.  
 In particular, that my group or organization will plan for complete cleanup after the event, and remove all  
 materials and trash. I understand that I may be charged for any custodial costs or costs of damage to Library  
 property or grounds.  
 I fully accept that the Library reserves the right to stop any event or activity it finds to be disruptive to normal  
 library operations, at its discretion.*

The undersigned has read and will adhere to the Library's Grounds Use Policy.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

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### FOR LIBRARY USE ONLY:

Type of identification: \_\_\_\_\_

Date request received: \_\_\_\_\_ Staff initials: \_\_\_\_\_

Date request approved: \_\_\_\_\_ Staff initials: \_\_\_\_\_

Fee collected: \_\_\_\_\_ (if applicable) Staff initials: \_\_\_\_\_