



# Room Rental Policy

**Policy:** 201  
**Committee:** Policy & Planning  
**Topic:** Facility

**Passed:** 2018-07-19  
**Amended:** 2022-01-20  
**Review Period:** 5 Years

## General Guidelines

Bowen Island Library has two rooms available for rental – the Annie Laurie Wood Annex and the Flex Room. Rental rooms are used primarily for library programs and operations but are available for rental by outside groups and individuals when not required for library use.

When a space is rented for public use, activities must promote or align with the community-centered mission of the [Bowen Island Public Library](#).

## Rental Rates

- Two (2) spaces are available for rental: the Annie Laurie Wood Annex and Flex Room.
- The Art’s Council’s Gallery space is currently not available for outside bookings.
- All rates are hourly except for kitchen and equipment rentals which are a per use fee.

	Size	Capacity	Non-Profit*	Commercial or Public*	Private Individual*
<b>Flex Room</b>	145 sq ft (11' x 13')	10 to 15	\$10/hr	\$25/hr	\$15/hr
<b>Annex</b>	648 sq ft (24' x 27')	40 - 50 row seating 65 standing	\$25/hr	\$40/hr	\$30/hr
<b>Kitchen</b>	98 sq ft	n.a.	\$10	\$25	\$10

### \* Non-profit, Commercial/Public and Individual Definitions

Non-Profit	Registered non-profit societies and charities. Not registered local Bowen Island groups engaged in educational, cultural or arts activities may be eligible.
Commercial or Public	Businesses, commercial enterprises, government entities and post-secondary institutions
Private Individual	Any private person or group not falling under the above two definitions.

## Booking Policy

- The Annex is not available for bookings during regular library hours.**
- The Flex Room may be booked during regular library hours if not in use by the library.
- All bookings are made on a first-come, first-served basis.
- Booking applications, completed in full, must be received at least two weeks (14 days) prior to the date requested.
- Payment of the full rental fee is due upon receipt of a booking confirmation.
- Bookings may not be transferred or assigned to another group.
- Rooms can be booked on a meeting-by-meeting basis only and not for ongoing series unless requested in writing and approved by the Chief Librarian. If approved, the series

booking will be scheduled for a maximum of three (3) months and may be reviewed at any time.

### ***Cancellation Policy***

- Renters are required to give 7 days notice of cancellation in order to receive a full refund. Cancellations within 7 days of the booking date will not receive a refund.
- Cancelled bookings may be rescheduled for a date within 30 days of the original booking, subject to availability.
- The library reserves the right to cancel a reservation if necessary due to unforeseen circumstances or occurrences at the library. Refunds will be granted for library instigated cancellations.

### ***Clean Up and Damage Policy***

- The premises must be left undamaged and in a reasonably clean and tidy condition. The space should be left in the same condition it was found.
- Furniture must be returned to the original locations. Taking a photo of the room set-up upon arrival will assist with returning furniture to its original location.
- Do not use pins, staples or glue on the walls. Tape other than “clean-removal” painters’ tape should not be used on the walls.
- Additional charges may apply if premises not left clean and tidy.
- The renter or authorized officers of the renting group agree to accept responsibility for damages to the furnishings, equipment and premises during the period of rental. Any damage to the facility must be paid for in full by the renter at a cost determined by the Bowen Island Public Library.
- Damage deposits may be required for large events.

### ***Advertising Policy***

- The use of a library space by a non-library group will not be publicized by the library.
- All advertising is the responsibility of the group or individual utilizing the room and should not include the library’s phone number or email, nor imply that the library is sponsoring the event.
- The Library logo may not be used without the express written consent of the Chief Librarian or delegate.
- Failure to adhere to this policy may result in loss of permission to rent library rooms.

### ***Rentals by Youth (13-18)***

- The Flex Room is available to youth ages 13-18 at no cost.
- Bookings for youth are still subject to Library capacity and approved on a case-by-case basis by Library staff.
- Flex Room rentals by youth outside of library opening hours require a designated adult (19+) to take primary responsibility for the booking.

## ***Room Rental Regulations***

1. Insurance is highly recommended for all outside groups renting library rooms. Liability insurance must include Bowen Island Municipality and Bowen Island Public Library as additional insured parties.
2. Smoking or vaping is not permitted in any area of the library or on library property. It is the responsibility of the renter to enforce this no smoking requirement. Failure to do so will result in refusal of permission to rent again. The renter will be held responsible for damage resulting from smoking.
3. No open flames (e.g. burning of candles) are permitted in any rental space.
4. The Library can provide tables and chairs.
5. Library staff are not available to arrange or set up rooms.
6. The Library accepts no responsibility or liability for equipment brought to or left on the premises.
7. Supplies such as paper, flip charts, markers, pencils and pens must be provided by the renter. Library supplies are not available.
8. Kitchen facilities are available for an additional charge per usage. Use of dishes, appliances, towels, etc., is considered kitchen rental.
9. If liquor is to be served at the event, permission must be requested at the time of booking and may be granted by library staff according to scheduling, type of event, security and other activities in the library. If permission is granted by the library a Special Event Permit must be obtained and a copy provided to Bowen Island Public Library at least 48 hours in advance of the event.
10. If beverages and/or food are served at the event, additional cleaning fees may apply.
11. The renter or non-profit group is responsible for any licenses and fees required by third parties. This includes (but is not limited to) special events permits, liquor license, SOCAN license to perform/play music.
12. The renter or non-profit group agrees not to contravene the Criminal Code of Canada and the Human Rights Act of British Columbia