



# Room Rental Policy

**Policy:** FAC-002  
**Category:** Facilities  
**Established:** July 19, 2018

**Approved:** July 19, 2018  
**Amended:** September 21, 2023  
**Review Period:** 5 Years

## General

Bowen Island Library has two spaces available for occasional rental when not required for Library use - the Annie Laurie Wood Annex (648 sq ft) and the Flex Room (145 sq ft).

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

## Booking

- The Annex is not available for bookings during regular Library hours.
- The Flex Room is included in Annex bookings outside of Library hours.
- All bookings are made on a first-come, first-served basis.
- Annex booking applications, completed in full, must be received at least one week (7 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 single use basis only. Series bookings are not allowed, unless requested in writing and approved by the Chief Librarian. If approved, the series booking will be scheduled for a maximum of three (3) uses and may be reviewed at any time.

## Cancellation

- Renters are required to give 48 hours notice of cancellation in order to receive a full refund. Cancellations less than 48 hours before 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.

## Cleaning and Damage

- 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.
- 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

- 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 during Library hours at no cost.
- Bookings for youth are still subject to room capacity, availability and approved on a case-by-case basis by Library staff.