

# **Chatham-Kent Public Library**

## **Equipment Rental Policy**

### **Purpose**

The Equipment Rental Policy identifies the appropriate circumstances under which Library equipment may be rented and outlines the responsibilities of individuals or groups who rent Library equipment.

### **Content**

The primary purpose of Library equipment, such as projection units and screens, is to enhance Library and Library-related programs and meetings.

Subject to the Library's needs, the equipment may be rented to individuals and organizations when available at fees established and revised from time to time by the Library Board. The Library Board reserves the right to change the fees without prior notice. The rental of meeting rooms includes, at no additional cost, the use of projectors and screens that are dedicated to or affixed in that space.

Organizations or individuals must have an active Chatham-Kent Public Library membership to rent equipment. If renter is from outside of the Municipality they must provide valid identification with a current address and pay for the equipment prior to use.

Use of the equipment by any group or organization does not constitute an endorsement by the Library Board of the group's policies or beliefs. The Library will not knowingly permit any individual or group to use its equipment in contravention of the Criminal Code of Canada.

### **Priority of Use**

1. Library programs and groups
2. Community / educational groups who are not charging admission
3. Community / educational groups who are charging admission
4. Profit-making groups holding educational and cultural events only and not product promotions

The availability of the equipment for purposes other than Library use is on a first-come, first-served basis. The Library may deny applications for use based on the availability, frequency of use or requests by other higher priority groups and organizations.

### **Fees**

Fees are as set in the current Schedule of Fees and Fines.

Payment must be made prior to or upon pick-up.

## **Cancellation Fees**

Cancellations must be reported at least twenty-four hours in advance, freeing the equipment for other bookings. Cancellations of less than twenty-four hours' notice will result in a charge for the full rental fee.

## **Responsibilities**

Organizations or individuals renting the equipment assume all responsibility for any damages to the borrowed property caused by, or resulting from, their use of the equipment. The equipment shall be left in working and orderly condition. Should the equipment be returned damaged or unusable the renter will be charged the full costs for repairs or replacement. Equipment must be returned directly to Library staff.

Equipment rental reservations are accepted from individuals on behalf of an organization and the Library accepts no responsibility if that individual is not authorized. Equipment rentals require the signing of a contract. By signing this contract, an individual renting equipment on behalf of an organization warrants that he/she has the authority to represent the organization. The invoice is submitted to the organization in all cases.

## **Loss of Rental Privileges**

Failure to follow this policy will result in the cancellation of future equipment rental privileges, after one written warning, at the discretion of the CEO/Chief Librarian or designate.

The Library will not accept new equipment rental reservations and will cancel existing reservations for individuals or groups that have payments outstanding.

Issue Date: January 29, 2008

Revision Date: February 25, 2014

Board Approved Date: January 29, 2008; February 25, 2014; May 22, 2018

Author: H. Wyma

Background Documents: none

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