

Additional Policy

G – Business Hub Rental Policy

Board Motion Number:	22.091
Date of Original Board Motion Number:	June 14, 2004
Date of Current Issue:	August 23, 2022
Date of Next Review:	2025
Attachments:	Form G1

Signature of Board Chairperson (and Date):

North Kawartha Library Business Hub:

The Business Hub is available for use as a meeting and/or workspace.

Retail operations are not permitted.

Criteria for Use:

The following criteria shall be adhered to by those using the space:

- ◆ the user shall complete Form G1 attached to this policy and submit to the CEO/Librarian or Technical Services Coordinator for approval;
- ◆ if required, the key for the building will be picked up from the Library on the day of the function or if the function is on the week-end the key may be picked up on Friday (the key may be dropped off in the book drop at the Library);
- ◆ A maximum of 12 people are allowed to use the business hub at any one time;
- ◆ the user is responsible for the supply of any food, beverage or other materials or equipment they may require for their activity;
- ◆ all garbage must be disposed of;
- ◆ the room shall be left in the condition that it was in when the occupants commenced use;
- ◆ if the above is not complied with, the user will be required to reimburse the Library for cleaning costs at a minimum of \$15.00 plus any additional costs;

- ◆ the user is responsible for any damages to the building or property that may occur as a result of the use.

North Kawartha Library Rights:

- ◆ The Library Board reserves the right to deny use of the space if any activities are of a partisan or inappropriate nature.
- ◆ The Library Board reserves the right to cancel or reschedule any users should the space be required for special Library meetings or emergency purposes.
- ◆ The CEO/Librarian may seek Board direction on any request that may be considered controversial or non-compliant with the criteria in this Policy.

FORM G1
Use of North Kawartha Library Business Hub

Name: _____

Organization: _____

Telephone: _____

Address: _____

Date(s): _____

Time(s): _____

State Purpose or Activity: _____

Number of people attending: _____

Signature

Date

FOR OFFICE USE ONLY:

REQUEST TAKEN BY: _____

APPROVAL: GRANTED: _____ **DENIED:** _____

REASON: _____

SIGNATURE: _____

CEO/Librarian or Technical Services Coordinator