



## Community Room Policy

The following outlines community use of the library Community Room (203).

**Goal: To provide patrons with space for a variety of library activities.**

1. Library sponsored events and programs are given priority in scheduling the multipurpose room.

### For Individual and small group use:

2. Individuals or small groups may book the room for study, attendance at virtual trainings, using the digitization station or other activities which require privacy and/or quiet.
3. Book the room by calling the Lillooet Public Library at 250-256-7944 or email: [lillooetlibrary@gmail.com](mailto:lillooetlibrary@gmail.com). Maximum time 3 hours. Booking will include library card number and intended use. Booking will be kept on a Google calendar.
4. The room is available during regular Library hours. Availability changes weekly, please call ahead.
5. Library staff will open room and provide orientation.
6. Closet and cupboards will be locked during public use.
7. Patrons will leave the space as they found it. Make sure to leave all doors clear, nothing left in the sink, all mess tidied up.

### For group events/ meetings/ programs:

8. LALA will not rent the room for meetings, parties or other exclusive events, so as not to compete with rental revenue for the Lillooet REC Centre.
9. Non library related events may take place at the discretion of the Library Director, Toby Mueller but must fall into the parameters stated in the Lease Agreement with the District of Lillooet REC Centre. Please contact the Library Director if you would like to use the Community room for an event or program.
10. All library events are open to all members of the public and no charge may be made to those attending.
11. External users will complete a Community Room Use Questionnaire in order to have a contact name on file and to assist with Library statistical information gathering.
12. All programs taking place in the Multipurpose Room should fit in to the objectives of the Lillooet Area Library Association as outlined in our Strategic Plan.

**Questions?** Contact the Library Director by emailing [lala@lillooet.bclibrary.ca](mailto:lala@lillooet.bclibrary.ca) or call 250-256-7944



## About the Lillooet Area Library Association:

**Vision:** A welcoming hub, for culture, learning and enjoyment

**Mission:** Connecting community, fostering knowledge and understanding, sharing and reconciling stories

**Values:** Accountability, Accessibility, Curiosity, Empowerment, Equity, Inclusivity, Intellectual Freedom, Respect and Sustainability.

**Strategic Priorities:** Practicing and sharing good governance; Responsive Service; Action on Reconciliation; Providing community space.

## Community Room Use Questionnaire

**Name of Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Date of Booking:** \_\_\_\_\_

**Number of Attendees Expected:** \_\_\_\_\_

Please briefly explain your use of the Lillooet Library Community Room and how it helps further the LALA Strategic Plan.

**Questions?** Contact the Library Director by emailing [lala@lillooet.bclibrary.ca](mailto:lala@lillooet.bclibrary.ca) or call 250-256-7944