**STATEMENT OF POLICY AND PROCEDURE**

Section: Finance | Chapter: General | Page(s): 2

Subject: **FACILITY USE RENTAL**| Sec 3, 1L Appendix V

Reviewed: 2021/03/30 | Revised: 2024/06/19 | **Effective: 2018/04/03**

Application Process

1. Applicants requesting facility use may submit a ~~must send in a fully~~ completed Appendix V-Facility Use Application form to ask@nlls.ab.ca.
2. ~~Use of space~~ A change of purpose after application approval must be submitted to ask@nlls.ab.ca for consideration.
3. ~~on the Facility Use Application form.~~
4. ~~Change of purpose after application approval must be submitted in writing to: NLLS Reception for consideration.~~
5. ~~In an event of an emergency or act of God, please see cancellation below.~~

Cost

1. Rental Rates will be based on fair market value.
2. Functions and applicants closely related to the work of Northern Lights Library System (NLLS), may receive discounted rates at the discretion of NLLS administration. ~~Library Board, ALTA or NLLS Board members and NLLS Employee(s) get a 50% discount based on fair market value.~~
3. ~~A rental rate will be assessed to the applicant as outlined on the Facility Use Application form.~~ A $50 deposit is due upon booking. ~~signing of the memorandum of agreement. (if required)~~
4. The total ~~amount~~ rental cost is due the day of the event.

~~Food and Beverages~~

1. ~~Catering arrangements are to be made directly with the NLLS reception.~~
2. ~~Shared kitchen rental costs are separate~~

Cancellation

1. Cancellations made more than ~~prior to~~ five (5) business days ~~of~~ before the scheduled event will ~~result in~~ receive a full refund.
2. Cancellations made ~~prior to~~ five (5) business days ~~of~~ or less before the scheduled event will ~~result in~~ receive a full refund minus the deposit.
3. ~~In the case of an~~ ~~should the event require rescheduling due to and~~ Where an emergency or Act of God, makes rescheduling impossible, ~~an alternate date cannot be agreed upon,~~ a full refund will be ~~returned to the applicant~~. issued.

Facility details and fees

1. All spaces include access to wireless internet.
2. Additional charges may apply for electronic devices or meeting accessories. ~~Any electronic devices or meeting accessories will be charged over and above facility fee.~~
3. ~~Meeting rooms will be rented and charged on an hourly basis.~~
4. Catering is not included in the rates.
5. GST will be applied to all costs.
6. ~~Rental Rates based on fair market value. Library Board, ALTA or NLLS Board members and NLLS Employee(s) get a 50% discount based on fair market value.~~

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Application Process

1. Applicants requesting facility use may submit a completed Appendix V-Facility Use Application form to ask@nlls.ab.ca.
2. A change of purpose after application approval must be submitted to ask@nlls.ab.ca for consideration.

Cost

1. Rental Rates will be based on fair market value.
2. Functions and applicants closely related to the work of Northern Lights Library System (NLLS), may receive discounted rates at the discretion of NLLS administration.
3. A $50 deposit is due upon booking.
4. The total rental cost is due the day of the event.

Cancellation

1. Cancellations made more than five (5) business days before the scheduled event will receive a full refund.
2. Cancellations made five (5) business days or less before the scheduled event will receive a full refund minus the deposit.
3. Where an emergency or Act of God makes rescheduling impossible, a full refund will be issued.

Facility details and fees

1. All spaces include access to wireless internet.
2. Additional charges may apply for electronic devices or meeting accessories.
3. Catering is not included in the rates.
4. GST will be applied to all costs.