libraries ni

Room Hire Policy

Date: *13 October 2016*
Review Date: *October 2019*

Policy Title	Room Hire Policy
Policy Number	POL049
Policy Author/Owner	Operations Managers
Committee	Services
Date Approved	13 October 2016
Date Screening Documentation Signed	26 January 2016
Related Policies	• Safeguarding Policy and Procedure • Data Protection Policy • Health and Safety-related policies • Byelaws • Policies on the provision of Learning, Culture, Information, Reading and Heritage services
Date Set For Review	3 years

POLICY ON THE USE AND HIRE OF LIBRARY PREMISES BY OUTSIDE GROUPS

1. Introduction

1.1 Libraries NI has more than 40 libraries with dedicated meetings rooms. It also has a number of IT suites, Creative Labs and library spaces that can be used flexibly.

2. Purpose

2.1 The purpose of the Policy is to define the conditions that need to be met to facilitate the use and/or hire of library premises.

3. Policy Statement

3.1 Library buildings should be accessible to all, used in a fashion which is inclusive, within the legal framework and does not adversely affect the service to others.

3.2 The use/hire of library premises will be subject to a number of terms and conditions:
- the premises will be hired at a cost outlined in the Room Hire Charges document
- premises may be booked when available and at a time when an event will not impact adversely on normal service provision
- library space will be booked according to agreed procedures for the use/hire of library premises
- all bookings will be subject to relevant legislative and library policy constraints
- meetings which might breach Libraries NI's Health and Safety Policies will not be permitted
- meetings and events which might compromise the perception of the Service as an open and welcoming space to all will not be permitted

4. Authority

Policy Sponsor: The Assistant Directors are the Policy Sponsors.

Policy Owner: The Operations Managers are the Policy Owners.

Policy Contact: The Area Managers are the Policy Contacts.

5. Related Documents

Policies
- Safeguarding Policy and Procedure
- Data Protection Policy
- Health and Safety-related policies
- Byelaws
- Policies on the provision of Learning, Culture, Information, Reading and Heritage services

Procedures
- Application for Use of Library Premises
- Room Hire Charges
- Staff Guidelines for Room Hire
- Record of Use