

Room Hire Policy

Date: September 2022

Review Date: September 2025

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Policy Information	
Policy Title	<i>Room Hire Policy</i>
Policy Number	<i>POL049</i>
Version	<i>Version 4 (September 2022)</i>
Policy Sponsor	<i>The Service Development Manager with responsibility for Library Network</i>
Policy Owner	<i>The Area Managers</i>
Committee and date recommended for approval	<i>Services Committee, 15 September 2022</i>
Date Approved by the Board	<i>13 October 2022</i>
Equality Screening Status	<ol style="list-style-type: none"> 1. <i>Screened: 2010</i> 2. <i>Reviewed: 26 January 2016</i> 3. <i>Reviewed: 19 July 2019</i> 4. <i>Reviewed: 4 July 2022</i>
Rural Needs Impact Assessment Status	<p><i>Assessed: 19 July 2019</i> <i>Reviewed: 4 July 2022</i></p>
Date Set For Review	<i>September 2025</i>
Related Policies	<ul style="list-style-type: none"> • <i>Children and Young People’s Services Policy</i> • <i>Community Information Policy</i> • <i>Customer Feedback Policy</i> • <i>Data Protection Policy and Legislation</i> • <i>Digital Inclusion Policy</i> • <i>Engaging with Culture and Creativity Policy</i> • <i>Filming Policy</i> • <i>Health and Safety Policy</i> • <i>Heritage Policy</i> • <i>Information and Learning Services Policy</i> • <i>Libraries NI Byelaws</i> • <i>Managing Unacceptable Behaviour Policy</i> • <i>Reading and Reader Development Policy</i> • <i>Safeguarding Policy</i> • <i>Social Media Policy</i>

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

1. Introduction

- 1.1 Libraries NI has a network of branch libraries in cities, towns and villages across Northern Ireland, providing library services in local communities. Some libraries have dedicated meetings. All have spaces that can be used flexibly and almost half have meetings rooms.

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:
- use of dedicated areas (including any area designated as a dedicated area) including meetings rooms and IT suites will normally be charged for
 - 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 Library Service as a welcoming and inclusive space to all will not be permitted.

4. Authority

Policy Sponsor: The Service Development Manager with responsibility for the Library Network is the Policy Sponsor.

Policy Owner: The Area Managers are the Policy Owners.

Policy Contact: The relevant District Manager is the Policy Contact.

5. Related Documents

Policies

- Children and Young People's Services Policy
- Community Information Policy
- Customer Feedback Policy
- Data Protection Policy and Legislation
- Digital Inclusion Policy
- Engaging with Culture and Creativity Policy
- Filming Policy
- Health and Safety Policy
- Heritage Policy
- Information and Learning Services Policy
- Libraries NI Byelaws
- Managing Unacceptable Behaviour Policy
- Reading and Reader Development Policy
- Safeguarding Policy
- Social Media Policy

Procedures

- Application for Use of Library Premises
- Room Hire Charges
- Staff Guidelines for Room Hire
- Safeguarding Procedures
- Cash Handling Procedures
- Managing Unacceptable Behaviour Guidelines