



***Room Hire Policy***

**Date:** September 2019

**Review Date:** *September 2022*

<b><i>Policy Information</i></b>	
<b>Policy Title</b>	<i>Room Hire Policy</i>
<b>Policy Number</b>	<i>POL049</i>
<b>Version</b>	<i>Version 3 (September 2019)</i>
<b>Policy Sponsor</b>	<i>Assistant Directors</i>
<b>Policy Owner</b>	<i>Service Development Managers</i>
<b>Committee and date recommended for approval</b>	<i>Services, 12 September 2019</i>
<b>Date Approved by the Board</b>	<i>17 October 2019</i>
<b>Equality Screening Status</b>	<ol style="list-style-type: none"> <li>1. <i>Screened: 2010</i></li> <li>2. <i>Reviewed: 26 January 2016</i></li> <li>3. <i>Reviewed: 19 July 2019</i></li> </ol>
<b>Rural Needs Impact Assessment Status</b>	<i>Assessed: 19 July 2019</i>
<b>Date Set For Review</b>	<i>3 years</i>
<b>Related Policies</b>	<ul style="list-style-type: none"> <li>• <i>Byelaws</i></li> <li>• <i>Children and Young People’s Services Policy</i></li> <li>• <i>Community Information Policy</i></li> <li>• <i>Data Protection Legislation</i></li> <li>• <i>Digital Inclusion Policy</i></li> <li>• <i>Engaging with Culture and Creativity Policy</i></li> <li>• <i>Health and Safety Policy</i></li> <li>• <i>Heritage Policy</i></li> <li>• <i>Information and Learning Services Policy</i></li> <li>• <i>Managing Unacceptable Behaviour Policy</i></li> <li>• <i>Reading and Reader Development Policy</i></li> <li>• <i>Safeguarding Policy</i></li> </ul>

## **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 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 Service Development Managers are the Policy Owners.

**Policy Contact:** The Area Managers are the Policy Contacts.

## **5. Related Documents**

### **Policies**

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

### **Procedures**

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