

# **Cavan Library Service: Policy for Library Events Spaces**

## **Introduction**

Cavan Library Service provides Library Events Spaces in full-time libraries to support the role of the Library Service in the community. All activities taking place in Library Events Spaces must compliment the role of Cavan Library Service. Cavan Library Service reserves the right to waive any part of this policy to accommodate library programmes.

Library Events Spaces are available for use by non-profit community groups and organisations. Applications from other organisations are welcome and will be considered. However, priority will be given to Library events; Council events and events organised by non profit community groups.

Library Events Spaces are accessible to all including People with Disabilities. The Library does not discriminate in usage of Library Events Spaces on the basis of Gender, Marital Status, Family Status, Age, Race, Religion, Disability, Sexual Orientation, and Membership of the Traveller community in accordance with the Equality Act 2004.

Use of the Library Events Spaces does not constitute sponsorship or endorsement of the users or the users' beliefs by Cavan Library Service. Advertisements or announcements implying or stating such endorsement are prohibited.

Approval of individual events not described here will be determined at the discretion of the Contact Librarian.

# Cavan Library Service: Policy for Library Events Spaces

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# **Cavan Library Service: Policy for Library Events Spaces**

## **1.1 Helpful Hints**

Read the Cavan Library Service Policy for Library Events Spaces in full before submitting your application.

Complete the application in full and return to the relevant Contact Librarian.

Remember, use of Library Events Spaces during library opening hours is free for local community, charitable and non-profit groups. Fees will apply to all other groups/ organisations.

Make your application as early as possible. Library Events Spaces are heavily used and time-slots fill quickly. Plan ahead!

If you have any questions or concerns, please talk to the Contact Librarian. Contact details are outlined in Section 1.2

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## 1.2 Details of Library Events Spaces

### Johnston Central Library, Farnham Centre, Cavan

|   |  |
|---|--|
| <b>Contact Librarian:</b>                   | Pauline McDonald   |
| <b>Phone:</b>                               | 049 437 8500 / 437 8501  |
| <b>Email:</b>                               | <a href="mailto:pmcdonald@cavancoco.ie">pmcdonald@cavancoco.ie</a>   |
| <b>Description of Library Events Space:</b> | Ground floor / Separate entrance if required<br>Blinds to exclude light from Window areas<br>65.4 square metres<br>Occupancy Limit<br>Layout Plan available<br>Supervision of Space from Library Issue Desk  |
| <b>Library Equipment:</b>                   | Audio Visual System incl. <ul style="list-style-type: none"><li>➤ Projector and Screen</li><li>➤ D.V.D. &amp; Video</li><li>➤ Internet Access</li><li>➤ PowerPoint facility</li><li>➤ Microphone</li><li>➤ Power &amp; Data points in Floor</li></ul> Lectern<br>60 Chairs & 5 Tables<br>3 Glass Display Units |
| <b>Opening Hours:</b>                       | 46 Opening Hours weekly<br>6 day week: Monday to Saturday inclusive<br>Tuesday and Thursday until 8.30p.m.   |

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## Bailieborough Library, Market House, Bailieborough

**Contact Librarian:** Fiona Burke

**Phone:** 042 9665779

**Email:** [fburke@cavancoco.ie](mailto:fburke@cavancoco.ie)

**Description of Library Events Space:** Second Floor /Lift and stair access

87.95 square metres

Occupancy Limit \_\_\_\_\_

Layout Plan available.

Appropriate supervision to be agreed

**Hanging System**

Picture Rail

Fixing to wall prohibited

**Library Equipment:**

Chairs & Tables

**Opening Hours:**

6 day week: Tuesday to Saturday inclusive

Tuesday and Thursday until 8.30p.m.

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## Cootehill Library and Arts Centre, Bridge St., Cootehill

**Contact Librarian:** Margaret Bannon

**Phone:** 049 5559873

**Email:** [mbannon@cavancoco.ie](mailto:mbannon@cavancoco.ie)

**Description of Library Events Space:** Mezzanine Floor / Lift and Stair Access

63.75 Square metres

Occupancy Limit 50

Layout Plan available.

Appropriate supervision to be agreed

**Hanging System**

Picture Rail

Fixing to wall prohibited

**Library Equipment**

60 Chairs & 4 Tables

**Opening Hours:**

6 day week: Tuesday to Saturday inclusive

Tuesday and Thursday until 8.30p.m.

# Cavan Library Service: Policy for Library Events Spaces

## 1.3 General Guidelines and Conditions

- Cavan Library Service Events take precedence at all times.
- Attendance levels must comply with the Occupancy limit set by the Chief Fire Officer as outlined in Section 1.2.
- **Two individuals** must sign the Application form on behalf of the Group / Organisation. One of the named individuals must be present at all times and take full responsibility for the event. Responsibilities include:
  - Adherence to Fire, Health and Safety Regulations.
  - Maintenance of open aisle space of a minimum of one metre.
  - Adequate supervision as agreed with the Contact Librarian in advance.
  - Presence at full event
  - Applicant will be liable for any / all damages to Library Events Spaces / Facilities / Equipment

*Note: Event will be cancelled if one of the named individuals is not present.*

- Groups must comply with the Equality Act 2004 and are responsible for providing qualified interpreters and/or auxiliary aids, upon request, for their events. If applicants have difficulty with the above they may speak to the Contact Librarian.
- Facilitators offering tuition for children must have an adequate number of adult assistants with appropriate child protection training.
- Cavan County Council's Child Protection Policy applies to all users of Library Events Spaces and is available from the Contact Librarian.
- Events must not disrupt the normal functions of the library and must be held within the confines of the Library Events Space and during library opening hours and finish 15 minutes before normal Library closing time.

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- In exceptional circumstances and with prior approval, non-library events may take place outside of Library Opening Hours but must not extend beyond 10p.m. Events which take place outside of Library Opening Hours including Official Openings / Open Evenings will incur an additional fee for all groups (See Table A)
- Regular meetings / events in Library Events Spaces are necessarily restricted. Approval will be given by the Contact Librarian on a monthly basis. Approval may be withdrawn at one month's notice.
- Library Staff must have free access to Library Events spaces at all times. Cavan Library Service has the right to monitor all meetings/events conducted on Library premises to ensure compliance with Library rules and regulations.
- The Contact Librarian has full authority to grant, refuse or revoke permission for any event.



# Cavan Library Service: Policy for Library Events Spaces

## 1.4 Making an Application

- An official Application Form for use of Library Events Spaces is available from the Contact Librarian.
- **Form A** to be used for Events. **Form B** to be used for exhibitions
- All applications for use of library events spaces must be made using the official Application Form and returned to the contact librarian.
- Telephone or verbal applications will not be accepted.
- A fully completed Application form must be submitted for every proposal:
  - **Six weeks** in advance for **Exhibitions / Events**
  - **Four weeks** in advance for **meetings**
  - Where fees apply, such **fees** must be paid **two weeks** in advance (See Section 1.5 and 1.6) Bookings will not be confirmed until full fees are paid.
- The applicant will receive notification by post two weeks after receipt of application.
- The event is not considered scheduled until confirmation is sent.

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## 1.5 Fees

- Use of Library Events Spaces during library opening hours is free for local community, charitable and non-profit groups. Fees will apply to all other groups/organisations. (See Table A)
- Charging admission fees or soliciting donations as a condition for entry is not appropriate in any library venue.
- Cavan Library Service may permit a nominal charge for some events in special circumstances e.g. Workshops. This charge must be agreed and approved in advance with the Contact Librarian.
- Where a nominal charge is agreed, the applicant will be charged for each use of the Library Events Space. (See Table A below)
- Fees are non-refundable and must be paid two weeks in advance. Cheques should be made out to Cavan County Council.

**Table A. Fees for use of Library Events Spaces**

|   | <b>During Library Opening Hours</b> | <b>Outside Library Opening Hours</b> | <b>Use of Library Kitchen Facilities</b> |
|---|-------------------------------------|--------------------------------------|--|
| <b>Local community, charitable and non-profit groups.</b> | <b>Free</b>                         | <b>€30</b>                           | <b>€10</b>                               |
| <b>All Other Organisations</b>                            | <b>€30</b>                          | <b>€30</b>                           | <b>€10</b>                               |

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## 1.6 Use of Library Equipment & Facilities

- Precise requirements for an event must be confirmed with the relevant Contact Librarian. There is no guarantee that requirements can be met and use of equipment and facilities is subject to availability.
- The Library will provide a basic set up of the Library Events Space.
- Details of equipment available are listed in Section 1.2.
- Library equipment cannot be used outside of the Library Events Spaces.
- All additional equipment provided by the applicant must be in good working order; and removed promptly following the event. Cavan Library Service is not responsible for any equipment or other materials brought to the Library Events Space.
- Storage space is not available for any organisation.
- Refreshments may be served following the prior approval of the Contact Librarian
- Kitchen facilities are available with the prior approval of the Contact Librarian.
- Location for serving refreshments must be discussed with the contact librarian and approved prior to the event.
- Refreshments (tea, coffee, milk and sugar) can be provided by the Library Service at a minimum charge of €10 per group (See Table A).
- Additional refreshments must be supplied and paid for by the applicant.

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## 1.7 Lectures

- Consideration will be given to once off lectures. Lecture proposals should be supported by the following:
  - Completed Application Form A
  - An A4 page outlining proposed Lecture Title, Structure and Content
  - Bibliography
  - Relevant qualifications and / or experience e.g. Details on previous lectures given / References

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## 1.8 Exhibiting

- Applications for visual art exhibitions are handled through a formal annual submission procedure facilitated and reviewed by Cavan Arts Office and must be made directly to Cavan Arts Office.
- Cavan Library Service welcomes applications for all other exhibitions.
- Full details of the exhibition including sample slides / photographs must be submitted at time of application.
- Applications will be assessed by a library panel. The decision of that panel is final.
- Cavan Library Service reserves the right to edit exhibits as deemed appropriate.
- Bookings will not be taken more than one year in advance.
- Bookings must include dates for set up / hanging and removal of exhibitions and Library Events Spaces are available to the applicant for the agreed dates only.
- Exhibition Openings may only be held on Thursday evenings at 8pm.
- Exhibitions must arrive no later than the Tuesday prior to the opening night to allow adequate time for curation and hanging of work.
- Exhibitions must close on a Monday and must be removed from library premises by Wednesday. At time of removal of exhibitions, the applicant must be present and will be required to sign a form stating that all material has been returned in its original condition.
- A minimum of one week will be allowed between exhibitions.
- Cavan Library Service will take responsibility for the set up / hanging, removal and re-packaging of all exhibitions.
- The applicant must be present for the unpacking and re-packing of the exhibition.

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- Travelling exhibitions must arrive to the Library Events Space adequately wrapped and protected and with adequate packaging material provided for re-packaging.
- Any damages will be noted in writing at this time by the Contact Librarian.
- Material that is fragile in nature may be rejected and must be removed immediately by the applicant.
- All exhibits must conform to the space restrictions of the Library Events Spaces.
- Prices may not be displayed on exhibits. However a discreet pricelist may be provided with Applicant's contact details.
- Library staff cannot be involved in sale of exhibits.
- All exhibit signage must be approved by the Contact Librarian.
- Any items sold by the Applicant must remain on display until exhibition is officially over.
- All Signage must be supplied by the applicant and comply with Accessibility standards including Plain English Guidelines, available from Cavan Library Service.
- Responsibility for Delivery costs must be agreed in advance.

# Cavan Library Service: Policy for Library Events Spaces

## 1.9 Insurance

- Unless explicitly specified the Applicant is fully responsible for the insurance of any materials / equipment brought to the venue. Such Materials / equipment are not covered by Cavan County Council insurance.
- Cavan Library Service will take normal precautions to minimise risk but will accept no responsibility for possible damage or theft of materials /equipment brought to the venue.
- The application form releases the Library from any responsibility for exhibited items and exhibitors are advised to insure their own work.

## 1.10 Publicity

- All publicity for non library sponsored events is the responsibility of the applicant.
- Ticket sales/distribution for non library sponsored events is the responsibility of the applicant.
- Formal invitations or publicity material for non-library sponsored events must correctly acknowledge Cavan Library Service. Invitations and publicity material must include the Cavan Library Service Logo; give the correct address (as outlined in Section 1.2) and be approved by the Contact Librarian **prior** to printing and posting.
- Applicants are requested to publicly acknowledge Cavan Library Service at any Launch, Official Opening, Lecture etc
- An agreed number of invitations to non library sponsored meetings or events must be supplied to the Contact Librarian in adequate time to ensure timely postage. Postal costs for library invitations will be covered by Cavan Library Service – all other postal costs must be covered by the applicant.
- Cavan Library Service Contact details (including name, address & telephone number) must not be used for events organised by non-library groups.
- Non–library groups must not publicise events in such a way as to imply library sponsorship of the group's activities unless prior approval has been obtained from the Contact Librarian.

# **Cavan Library Service: Policy for Library Events Spaces**

- Please note that, when you use our events spaces, you automatically give permission to Cavan County Council and/ or local media to take photographs at your event, which may be used subsequently for publicity purposes.

## **1.11 Notice Boards**

- Space permitting, the Library will post announcements of community activities and public announcements of general interest to the community.
- No poster, display, exhibit, pamphlet, brochure, leaflet or booklet shall be posted to the bulletin board or placed in the Library for distribution without permission from the Contact Librarian.
- Commercial use of the bulletin board space is strictly prohibited.

## **1.12 Cancellations**

- If it is necessary to cancel a booking, the Contact Librarian should be notified immediately.
- Cavan Library Service is not responsible for notifying attendees in the event of a cancellation. This is the responsibility of the applicant.
- Cavan Library will endeavour to accommodate rescheduled events but fees are non-refundable for events which are permanently cancelled.
- No applicant may re-assign its booking to another group.