

Room Hire Policy

The Library has three rooms available for hire.

Whether you're hosting a large event, a community gathering or a meeting, we can offer a space to suit your needs.

DEFINITIONS

Non-Commercial Use: Non-commercial use refers to bookings where no profit-making activity takes place. These bookings could be made by community groups, charities, States of Guernsey entities, or individuals.

Commercial Use: Commercial use refers to any booking made in connection with a business or organisation operating for profit, or where the activity is intended to generate income.

Where ambiguity exists, the Library will determine whether a booking is commercial or non-commercial for the purposes of this policy.

AVAILABLE ROOMS

1. The Linwood Pitts Room

A spacious meeting room with excellent facilities. Located in a quiet area on the third floor of the Library. Ideal for business meetings, away days, training sessions, and workshops.

Maximum capacity: 12

Amenities: Standard amenities are a 'boardroom' style table, chairs, flipcharts, a wall-mounted TV screen, and a fridge. Bottled water is provided.

Availability: The Linwood Pitts Room is available during Library opening hours.

2. The Dorey Room

A versatile room on the second floor, suitable for meetings, clubs, and small-scale events.

Maximum capacity: 12

Amenities: Standard amenities are tables, chairs, and a flipchart.

Availability: The Dorey Room is available during Library opening hours. To ensure fair and varied access for different users, bookings in the Dorey Room are limited to a **maximum of two hours**.

Individual Bookings: The Dorey Room is a relatively large space intended primarily for group use. Individuals may book the Dorey Room for personal use; however, to maximise availability for groups, individual bookings may only be made within **48 hours** of the requested time, when group demand is less likely to be affected.

3. The Hayward Room

An iconic room on the second floor of the Library, suitable for corporate hospitality and large events.

Maximum capacity: 80 seated OR 100 standing.

Amenities: Standard amenities are a stage, lectern, portable screen, microphone, PA system, five six-seater tables, and up to 80 audience-style chairs. Catering is not available in-house, but the Library can recommend third-party providers. Further amenities and entertainment options can be provided at an additional cost – more details are available upon request.

Availability: The Hayward Room is generally only available when the Library is closed to the public. Other timeslots may be available by agreement with the Library.

Room	Commercial (e.g. business, private sector)		Non-Commercial (e.g. community groups, charities, States departments)	
	Full Day (up to 8 hours)	Hourly Rate	Full Day (up to 8 hours)	Hourly Rate
Linwood Pitts Room	£130	£25	£100	£15
Dorey Room	N/A	£20 (max 2 hours)	N/A	Free (max 2 hours)
Hayward Room	N/A	£150 (min 2 hours)	N/A	£150 (min 2 hours)

TERMS & CONDITIONS

1. Eligibility

Anyone can book a Library room, subject to availability. However, we ask that you adhere to the following conditions:

- a. The Library reserves the right to refuse or cancel any booking where it considers this necessary to comply with this policy or to protect the safe and effective operation of the Library.
- b. Events will not be permitted if they:
 - i. Contain harmful, discriminatory, offensive or exclusionary content
 - ii. Solicit donations, fundraising, or petitions, unless expressly authorised by the Library
 - iii. Seek primarily to convert individuals to a religious belief
 - iv. Encourage illegal behaviour, unsafe activities, or substance misuse
 - v. Are likely to cause alarm, distress, harassment, or provoke confrontation, undermining the Library's duty to maintain safe and inclusive public spaces
 - vi. Are likely to compromise the Library's role as an open and welcoming space for the whole community
- c. Bookings will not be accepted if the precise purpose for which the room is required is not stated at the time of the booking.
- d. While there is no expectation of silence in the Library, noisy activities, for example music practice, are not considered appropriate as these would disturb other users.

2. Booking Process

- a. To book a room, please complete the Room Booking Enquiry Form available at www.library.gg/roomhire
- b. Library staff will contact you as soon as possible to confirm receipt of the enquiry form. If the room is available and the booking is authorised to proceed, staff will send you a **Room Hire Agreement**.
- c. Bookings will be confirmed upon receipt of a completed Room Hire Agreement, and, where required, full payment of the hire charge.
- d. Events may require a documented risk assessment. Staff may impose mitigation controls or decline bookings where risks cannot be safely managed.

3. Timeframes

- a. The maximum length of a booking in the Dorey Room is 2 hours.

- b. Same-day bookings are subject to availability and the staff time required to process the booking.
- c. Please include sufficient time in your booking for setting up the room and returning it to its default state. All bookings must finish at least 10 minutes before Library closing time.
- d. Block bookings can be made for a maximum of three months.
- e. Long-term use of Library rooms by a single organisation falls outside the Library's standard room hire arrangements and will normally be subject to a separate Occupancy Agreement.

4. Fees and Payment

- a. Hire fees apply according to commercial or community/charitable status.
- b. The Hirer shall pay charges in advance of use and within 14 days of confirmation of the booking. Payment is preferred via BACS (bank details can be found on the Room Hire Agreement).
- c. The Dorey Room is freely available for community groups, charities, non-profit organisations, individuals using the room for personal reasons, States of Guernsey entities, and organisations that help the Library to deliver services or support.

5. Rules and Regulations

- a. The Hirer and guests are expected to behave in a responsible manner, with due regard to the Library's rules and policies.
- b. Hirers must show consideration to other Library users, staff and volunteers. This includes keeping noise to an acceptable level.
- c. Library staff can provide hot and cold water on request. The Hirer may bring other refreshments, provided this is agreed in advance with Library staff.
- d. Animals are not permitted in the Library, with the exception of guide dogs and therapy dogs – where possible, Library staff should be notified of their presence in advance.
- e. The Hirer is responsible for obtaining any licences, permissions or consents required for their event, including those relating to copyright, music, film screenings, or other regulated activities.
- f. The Hirer is responsible for ensuring that any photography, filming, audio recording or collection of personal data undertaken during the event complies with relevant data protection legislation. Where appropriate, attendees should

be informed that photography or recording is taking place.

- g. In accordance with fire regulations, the maximum capacity for the room must not be exceeded.
- h. In the event of an emergency or evacuation, the Hirer and all attendees must follow the instructions of Library staff immediately. The Hirer is responsible for assisting with the orderly evacuation of their group and must not re-enter the building until authorised to do so.
- i. The Hirer must ensure that the room is vacated on time. Failure to do so may incur an excess fee.
- j. Rooms must be left clean, tidy, and in the condition in which they were found. Any costs for cleaning or repairs will be charged to the Hirer.
- k. The Hirer is responsible for the conduct of everyone attending the event, and for complying with this policy.

6. Marketing

- a. Publicity for the event is the responsibility of the Hirer. The Library does not normally promote externally organised events through its own communication channels.
- b. We welcome the use of the media to publicise events, but agreement must be reached in advance between the Hirer and the Library's Senior Management Team over the admittance of press, radio, or television reporters and cameras.

7. Liability

- a. The Library does not accept responsibility for any loss or damage to property belonging to the Hirer at any time during the hire period.
- b. The Hirer accepts responsibility for any damage to the room or its contents during the hire period, and accepts liability to pay contractors for repair.

8. Cancellation

- a. Cancellations by the Hirer should be made with as much notice as possible. Paid bookings that are cancelled less than 48 hours in advance will incur a 50% cancellation fee.
- b. The Library reserves the right to cancel a booking at any time, but will endeavour to give notice in non-emergency situations. Refunds will be issued for paid bookings.
- c. The Library may cancel a booking at any time before or during the hire period if the Hirer fails to observe any of the conditions of booking, or there is a material omission or mis-statement on the Room Hire Agreement. If the booking is

cancelled for any of these reasons, the Hirer will not be reimbursed.

By booking one of our rooms, you agree to abide by the terms and conditions outlined in this policy. We look forward to hosting your event and making your experience at the Library an enjoyable and successful one.