



Bibliothèque publique de
Clarence-Rockland
Public Library

Policy Type: **Operational**
Policy Title: **Meeting Room Use**
Policy Number: **OP-08**

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Meeting rooms in the Library bring together the resources of the Library and the activities of the community for educational, cultural, civic, recreational and charitable purposes. The Library provides a forum for the expression of diverse ideas and opinions however; use of the meeting room shall not be interpreted to constitute endorsement by the Clarence-Rockland Public Library Board of the policies and beliefs of groups or individuals.

1. The Clarence-Rockland Public Library Board:
 - a) will not knowingly permit any individual or group to use its facilities in contravention of the Criminal Code of Canada. Federal, provincial and municipal legislation and regulations must be observed at all times.
 - b) reserves the right to accept or refuse a reservation, or to cancel any booking at its discretion
 - c) will set and review rental fees
2. The Chief Executive Officer (CEO) authorizes the use of the rooms.
3. Staff maintains the schedule and will make every effort to notify scheduled users of the unavailability of the meeting room in case of emergencies.
4. Room bookings will be guided by the following:
 - a) when the rooms are not required by the Library, they are available free of charge to local civic, school, cultural and not-for-profit community groups for meetings, programs and events of an educational, recreational, social or cultural nature.
 - b) non-profit groups are limited to one meeting per month at no charge. Fees apply to bookings thereafter.
 - c) commercial and other 'for profit' groups may book the program room at the rate of \$15/hr and the CoLab for \$30/hr.
 - d) meetings which disturb regular Library functions, may not be scheduled
 - e) a "Room Rental Contract" form must be complete and payment of the rental fee (if needed) be made to secure the booking. Information about the intended use of the room, including the names and affiliations of any speakers must be provided on the form.
 - f) the rental fee will be returned if the booking is cancelled by the individual, group or business 48 hours or more prior to the event

- a) approval from the CEO is required at the time of booking to sell goods and services
5. Room use will be guided by the following:
- a) the maximum occupancy of the meeting room shall be obeyed
 - b) all users will agree to hold the Library harmless for any loss, damage, liability, costs, and/or expenses that may arise during, or to be caused in any way by such use of the Library facility
 - c) use of the room shall be subject to the supervision of Library staff
 - d) use of materials or decorations on the walls requires prior approval
 - e) non-alcoholic refreshments and food may be served in the meeting room damages to the meeting room, furnishings and equipment will be paid by the applicant
 - f) set up, take down and clean-up will be provided by the Library staff

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