

Policy: Operational - Meeting Rooms

Department: Library

Effective Date: February 2013

Revision Date: September 2023

Next Year of Review: 2025

Purpose

Meeting rooms in the library bring together the resources of the library and the activities of the community for educational, cultural, and leisure activities in the form of workshops, seminars, and meetings. Bruce County Public Library offers meeting spaces as a community service to individuals and organizations. This policy outlines the parameters of meeting room use and/or rentals at Bruce County Public Library.

Guiding Principles

The Bruce County Public Library supports the right of free expression by making its meeting rooms available to individuals, groups, and organizations whose programs are consistent with the intent of the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code and all other applicable laws and statutes.

Bruce County Public Library recognizes the importance of the traditional use of tobacco and other medicines (e.g. sage, sweetgrass, cedar) in smudging by Indigenous persons for traditional Indigenous cultural or spiritual purposes. Accommodations for smudging will be provided in the Meeting Room Booking Form.

Meeting Room Use

- a. Library programs and services, meetings, and events have first priority for scheduling, after which other applications are considered on a first-come, first-served basis.
- b. Permission to use the Meeting Room will be denied to any organization and/or for any meeting when its purpose is illegal, conduct may interfere with the proper functioning of the Library, or the activity does not have the sponsorship or presence of a legally responsible adult aged 18 years or older.
- c. Use of a library meeting room does not imply endorsement of the organization or the positions, views, programs, or policies of those using Library Meeting Rooms by the Bruce County Public Library Board.
- d. All activities, programs, meetings, or workshops conducted in a Bruce County Public Library branch meeting room must be conducted in a manner consistent with Bruce County Public Library's Code of Conduct.

- e. Any municipal resident, group, or business may request to schedule a meeting room.
- f. The Library will not advertise on behalf of the group or individual renting the room unless it is a special situation with prior approval from the Library Director or designate.
- g. Meetings which disturb regular library functions may not be scheduled.
- h. The Library is not responsible for damage, theft, or loss of articles or property belonging to persons renting the room and/or to program attendees.
- i. Approval from the Library Director or designate is required at the time of booking to sell goods and/or services.
- j. Library Staff require access to facilities at all times and may attend free of charge any event, meeting or course held on Library premises for the purpose of auditing or reviewing compliance with Library policies.
- k. A signed agreement is required for every room booking.
- l. Users may be provided with a key to the room booked. If the key is lost or damaged, the user will be charged a replacement fee.

Obligations of Renters/Users

- a. Provide information about the intended use of the room, including the names and affiliations of any speakers and the number of individuals expected to attend the Event at the time of booking.
- b. Set up, take down and clean-up is the sole responsibility of the user. The premises and any equipment provided by the Library will be returned in the same condition it was provided in.
- c. If any damage is caused to the premises, furnishings, or equipment, Bruce County Public Library will invoice the user for the cost of repairs. Failure to pay may result in the Library denying future booking requests from the user or organization.
- d. No decorations may be adhered to the walls or ceiling without prior written approval of the Bruce County Public Library.
- e. Non-alcoholic refreshments and food may be served in the meeting room. Bruce County Public Library is nut-aware. Therefore, no nuts or products listing nuts as an ingredient may be provided without an exemption.
- f. The maximum occupancy of the meeting room must be adhered to.
- g. The use of open flames is not permitted. Smudging may be requested when booking the meeting room.
- h. Except where partnership agreements are in place, advertisements must not imply endorsement by Bruce County Public Library.

- i. Identify the facility location as the “Bruce County Public Library - Branch Name” on any advertising or promotion. All material should include the following sentence “Please note this is not a Bruce County Public Library event.”
- j. Movies shown at BCPL must have the appropriate public performance rights for screening. Obtaining the license and all applicable fees are the responsibility of the renter. Proof of public performance rights shall be provided to BCPL prior to the event date.

Scheduling and Cancellations

- a. The Library reserves the right to refuse or cancel a booking if, in the opinion of the Library:
 - i. use by individuals, clubs, organizations, and groups is intended to establish the Library as a permanent location for their activities, including establishing offices in Library meeting rooms.
 - ii. There is a misrepresentation, a likelihood of physical hazard to participants or audiences, or a misuse of premises or equipment. Past misuse or non-payment of fees is sufficient grounds for denial of an application.
- b. Applicants who are denied permission to use these facilities may, upon written request, have the decision reviewed by the Library Director, whose decision is final.
- c. In the event of an emergency, staff will make every effort to notify scheduled users of the unavailability of the meeting room. Any rental fee will be returned in full.
- d. The rental fee will be returned if the booking is cancelled by the individual, group, or business 3 or more days prior to the event.
- e. Bookings will not be accepted within three days of the intended event except in exceptional circumstances as determined by Bruce County Public Library.
- f. Bookings can be made up to six months in advance.

Release and Indemnity

All users will agree to indemnify and hold harmless the Bruce County Public Library, Board and Staff, Volunteers and any other designated persons for any loss, damage, liability, costs, and /or expenses including for personal or bodily injury, that may arise during, or to be caused in any way by such use of the library facility.

Rental Fees

Rental charges for use of the meeting room are set by the Library Board and are payable in advance at the time of booking. Library meeting rooms are provided as a community service and are not rented solely to generate revenue. Rates are charged per hour as follows:

Commercial/Private: \$10.00 (minimum 1-hour booking)

Non-profit groups, Community Groups, Municipalities, Bruce County Departments and Friends of the Library:
No charge

Insurance

A Certificate of Insurance (COI) evidencing General Liability Insurance with a minimum limit of \$2,000,000 per occurrence that is in force at the time of the event naming the Corporation of the County of Bruce and the Bruce County Public Library, including its Directors, Officers, employees, agents and volunteers, as additional insureds must be submitted with each signed Rental Agreement. For repeated bookings during a calendar year, the COI may indicate that coverage applies to all events during the year. Renters/users who are unable to provide a COI will be charged an insurance premium to cover the County and Library for the use of its Facility on a cost-recovery basis. This amount will be added to the rental fees.

Where a non-profit or community group is unable to provide a Certificate of Insurance, Bruce County Public Library may, at its sole discretion, choose to fund the insurance premium.

Locations and Hours of Operation

The following branches have rooms available to rent through the library:

Chesley Branch
Lucknow Branch
Mildmay Branch
Port Elgin Branch
Sauble Beach Branch
Kincardine Branch

Meeting Rooms may be booked for use during regular open hours of the Library. The Port Elgin Branch may provide bookings outside of opening hours between the months of April - October.

All meetings must be concluded ten (10) minutes prior to the closing of the Library.

Access to the meeting room for set up purposes is limited to ten minutes prior to the rental starting. If extra set up time is required, additional costs will apply.

Related Documents:

Bruce County Anaphylaxis (Nut Aware) Policy
Bruce County Anaphylaxis Exemption Application
Bruce County Public Library Code of Conduct
Bruce County Public Library Meeting Room Booking Form