

Policy: Operational - Meeting Rooms

Department: Library

Effective Date: February 2013

Revision Date: February 2017

Next Year of Review: 2019

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. Bruce County Public Library offers meeting spaces as a community service to individuals and organizations. The Bruce County Public Library does not necessarily endorse or recommend the positions, views, programs or policies of those using Library Meeting Rooms, and does not necessarily support statements made during meetings in Library Meeting Rooms.

1. The Bruce County Public Library:

- a) Will not knowingly permit any individual or group to use its facilities in contravention of the Criminal Code of Canada. Groups using the facilities may not limit attendance on the basis of race, colour, religion, sex, age, sexual orientation, mental or physical disability as defined by the Constitution Act, Canadian Charter of Rights and Freedom, 1982. All applicable Federal, Provincial and Municipal legislation and regulations, including the Human Rights Code of Ontario, 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 Branch Supervisor or Assistant Director 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) 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) any municipal resident, group or business, may request to schedule a meeting room
- c) 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 Assistant Director.

- d) meetings which disturb regular library functions, may not be scheduled
- e) Information about the intended use of the room, including the names and affiliations of any speakers must be provided at the time of booking.
- f) 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.
- g) 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
- h) The Library reserves the right to refuse a booking (or cancel a rental) if, in the opinion of the Library, such a rental is in violation of our Meeting Room Policy. If the Library cancels a rental, the renter will receive a refund of all monies paid.
- i) 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.
- j) the rental fee will be returned if the booking is cancelled by the individual, group or business 1 or more days prior to the event
- k) approval from the Assistant Director is required at the time of booking to sell goods and services

5. Room use will be guided by the following:

- a) use of the room shall be subject to the supervision of library staff
- b) damages to the meeting room, furnishings and equipment will be paid by the renter
- c) set up, take down and clean-up will be provided by the renter
- 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
- f) the maximum occupancy of the meeting room shall be obeyed
- g) 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

Rental Charges

Rental charges for use of the meeting room are set by the Library, and are payable in advance at the time of booking. These charges are as follows:

For Profit Groups/Individuals: \$20 for 3 hours - \$5 for each additional hour.

Non Profit Groups/Individuals: \$15 for 3 hours - \$3 for each additional hour

Bruce County Departments, Friends of the Library, open invitation community events*: Free

Hours of operation

The Meeting Room may be booked for use during regular open hours of the Library (Port Elgin Branch may provide bookings outside of opening hours)

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.

*Confirm with Assistant Director if event falls into this category. For example VPI falls into this category because it is an open invitation to all, there are no charges associated and it provides a direct benefit to the community.

Library Meeting Room Booking Form

Library Branch: _____

Name of Organization: _____

Contact Name: _____

Address: _____

Phone: _____

Email: _____

Nature of event/meeting:

Date and time of booking: _____

Please select the applicable fee category for your group.

- For Profit Group/Individual (\$20 for 3 hours/ \$5 for each additional hour)
- Non Profit Group/Individual (\$15 for 3 hours / \$3 for each additional hour)
- Bruce County Department, Friends of the Library, open invitation community event (Free)

*please make cheques payable to Bruce County Public Library

I have read and agree to abide by the Bruce County Public Library Meeting Rooms Policy. (See attached policy OP Meeting Rooms)

Name: _____ Date: _____

Signature: _____