

**Policy: Operational - Meeting Rooms**

**Department: Library**

**Effective Date: February 2013**

**Revision Date: December 2020**

**Next Year of Review: 2022**

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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. 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.

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.

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.

1. 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 Library Director or designate.
- d) Advertisements must not imply endorsement by Bruce County Public Library.
- e) meetings which disturb regular library functions may not be scheduled.
- f) Information about the intended use of the room, including the names and affiliations of any speakers must be provided at the time of booking.
- 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 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.

j) 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.

k) 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.

l) 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.

m) Staff will make every effort to notify scheduled users of the unavailability of the meeting room in case of emergencies.

n) approval from the Library Director or designate is required at the time of booking to sell goods and services.

5. Room use will be guided by the following:

a) Library Staff must have 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.

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. 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

h) 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. Library meeting rooms are provided as a community service and are not rented solely to generate revenue. Room charges are as follows:

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

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

## **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

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.

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 Meeting Room Booking Form

## Library Meeting Room Booking Form

Library Branch: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Nature of event/meeting: \_\_\_\_\_

\_\_\_\_\_

Date(s) Required \_\_\_\_\_ Time: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Please select the applicable fee category for your group.

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

Non-Profit, Bruce County Department, Friends of the Library: Free of charge

Total amount due: \_\_\_\_\_

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: \_\_\_\_\_