

West Nipissing Public Library
Bibliothèque publique de Nipissing Ouest

Title of Policy : MEETING ROOM POLICY	
Policy Type : OPERATIONAL - FACILITIES	Policy number : OP-FAC 2

Meeting rooms are provided for library and library-related programs and meetings. After these needs are met, the meeting room facilities are available to groups or organizations interested in the promotion of educational, cultural and leisure activities in the form of meetings, seminars, workshops and organizations in accordance with this policy as established by the Library Board.

Exclusion:

- A. Private social events;
- B. Bingos, lotteries or games of chance
- C. Events promoting specific political candidates;
- D. Business activities such as sales promotions;
- E. Religious services or evangelism meetings;
- F. Programs that are not suitable for the Library's physical facilities

Use of the meeting group by any group or organization does not constitute an endorsement by the Library Board of the group's policies or beliefs. The Library will not knowingly permit any individual or groups 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*. The Library reserves the right to attend any meeting held in its facilities.

Applications for the use of rooms shall be made to the library staff at which time the purpose of the rental, the fee and facilities available will be discussed. The West Nipissing Public Library Board reserves the right to accept or refuse a reservation, or to cancel any bookings at its discretion.

Policy History			
Date Adopted :	December 11, 2003	No Change	Amended
Revision Date :			

Title of Appendix : RULES & REGULATIONS GOVERNING THE USE OF MEETING ROOMS	
Appendix Type : OPERATIONAL – FACILITIES	Appendix number : OP-FAC-A

Room bookings for the Cache Bay or Field Branch libraries can be made directly with the respective library branch.

1. All groups or organizations scheduling a meeting must fill out the Application for Meeting Room prior to the day of its use.
2. Bookings will be taken on a first come, first serve basis, up to one year in advance.
3. Information about the intended use of the room including names and affiliations of any speakers shall be made at the time of booking.
4. No admission fees or collections will be allowed for any event scheduled in meeting rooms.* The Library does not permit the sale of tickets or other promotional materials for fundraising or commercial purposes with the exception of Municipal sponsored civic events. Written application must be made to the CEO or designate in the case of a possible sale of art or crafts.

* does not include club membership fees or collection taken to defray the cost of the meeting

5. Because the purpose of providing the meeting rooms is to make them available to as many community groups as possible, reservations by the same group may not be made more than twelve times in a calendar year. This limit applies whether the meetings are held on successive days, once a week for twelve weeks, or once a month for twelve months. Library-related events are exempt from this.
6. If a question is raised as to the objective and/or activities of any organization or group requesting use of the meeting rooms, the Library Board shall be the final authority in granting or refusing permission for the use of the room.
7. Rooms are available for use during Library hours.
8. Rooms are available outside regular Library hours subject to the availability of security staff at an additional charge of \$25.00 per hour or any part thereafter as anticipated. Rooms are not available from Saturdays after 4:00 p.m. or Sundays and statutory holidays.
9. Confirmed public bookings take precedence over tentative public bookings.
10. Publicity and signs, provided by the organization, must not give the impression that the Library sponsors the event. All signs must be professional and removed immediately after

11. Nothing is to be affixed to walls in such a way as to damage walls or remove paint.
12. Booking, pick-up and arranging audiovisual equipment and/or materials is the sole responsibility of the applicant.
13. The library does not have custodial staff necessary to set up the rooms for groups Set-up of the tables, chairs, and equipment is the responsibility of the organization renting the facilities. Facilities are to be left in the same condition as found.
14. Groups are responsible for catering, food, dishes, and utensils.
15. All meetings will be confined to the meeting room(s) rented , and not to any other part of the building.
16. The maximum occupancy of the meeting room shall not be exceeded.
17. Smoking is prohibited on Library premises.
18. A liquor Licence is required whenever liquor is served; a copy of the licence must be given to library staff. The renting group is responsible for obtaining the liquor licence and following its regulations.
19. Organizations or individuals who use Library Facilities are responsible for any damages incurred.
20. The Library is not liable for injuries to people or damage to or loss of property of organizations using the meeting room. The West Nipissing Public Library Board accepts no responsibility for lost or stolen articles.
21. A group booking a meeting room under false pretences will be subject to a ban from using any West Nipissing Public Library meeting room for a period of six months, in notification by letter by the CEO or designate.

PHYSICAL FACILITIES -APPENDIX B

MEETING ROOM FEE SCHEDULE

FEE SCHEDULE (per meeting room)

Non-Profit Organizations and Community Group

(A non -profit group is defined as a group whose primary function is participation in a specific recreational, cultural, community service or leisure interest; a group whose primary function is service to the community at large through a support of a shared interest and which must be managed by a voluntary executive and/or board.)

Fees are waived for Municipality of West Nipissing employees conducting municipal business and for official West Nipissing boards and committees.

Subject to availability, the meeting rooms at the Sturgeon Falls facility will be available to Statistics Canada at no charge for activities prescribed in this policy.

\$10.00 per half day or evening
\$20.00 per full day
\$25.00 per full day plus evening

including use of the kitchen

Business, Commercial or Profit-Making Groups

\$20.00 per half day or evening
\$30.00 per full day
\$35.00 per full day plus evening

Use of kitchen \$10.00 rental.

Rental includes the use of VCR/TV, overhead projector, screen
Equipment does not include scissors, tape, flip-charts, markers, extension cords, etc.

Groups may use the meeting room during-non operating hours providing that they employ a library staff member to assist with the opening and closing of the library . The group is required to compensate the library employee at the rate of \$25.00 per hour for the duration of the meeting.