



# Clarington Public Library POLICY

|                           |                         |
|---------------------------|-------------------------|
| <b>Policy Type:</b>       | <b>Public Service</b>   |
| <b>Policy Title:</b>      | <b>Meeting Room Use</b> |
| <b>Authority:</b>         | <b>CEO</b>              |
| <b>Date Last Revised:</b> | <b>July 2014</b>        |

## **PURPOSE**

The provision of Library meeting rooms is to allow space for civic, educational, and cultural activities. The policy and procedures outlined below are provided to ensure consistent and fair use of the space.

## **POLICY**

1. Use of meeting rooms for Library-sponsored purposes shall take precedence over other uses.
2. Meeting rooms cannot be used by external groups for:
  - a. the solicitation of business, for profit, or for fundraising
  - b. church services, Sunday school classes, or formal religious meetings
  - c. personal activities, or private social functions
  - d. political meeting, UNLESS all factions are invited or represented at the given meeting
  - e. purposes that are disruptive to the normal operations of the library
  - f. purposes that contravene the law, municipal bylaws, or Library policies.
3. The Library reserves the right to deny requests, limit the frequency of use, and/or cancel bookings.
4. The Library reserves the right to close the building in the case of inclement weather or other unforeseen emergencies. Inquires should be made by calling the Library.
5. Exceptions to this policy and guidelines shall be made at the discretion of the Library CEO, or designate, when it is in the interests of the Library and the community.
6. Failure to comply with Library directives as outlined in these policies and guidelines may result in the cancelling or limitation of future use.

# **GUIDELINES**

## **Bookings**

1. A booking fee may be charged according to the size of the room and its facilities. There are two fee schedules; one for not-for-profit and one for other groups. Not-for-profit organizations are defined as those organizations with proof of incorporation as a not-for-profit or charitable entity; any organization nationally recognized as a service organization; or any local group meeting for a specific not-for-profit purpose. Membership for all of these organizations must be open to the public. Individuals or groups booking space for the purpose of informational seminars will be considered not-for-profit only if the organization which they represent fulfills the requirements for not-for-profit status as above.
2. A "booking" is defined as the use of the room for any portion of time from one (1) to four (4) hours or from four (4) to eight (8) hours.
3. Permission for use of the meeting room is not transferable.
4. Any group that wishes to book a meeting room must submit an application on the Application for Meeting Room Use Form provided by the library.
5. Groups must make one contact person responsible for room bookings.
6. The contact person who signs the Application for Meeting Room Use Form agrees to indemnify and save harmless the Library and the Municipality of Clarington against any and all claims of any nature, kind and costs which may arise out of the group's use of the facilities, and upon request at the time of booking, will lodge with the Library, confirmation of liability insurance coverage in a form and an amount satisfactory to the Municipality.
7. The contact person who signs the Application For Meeting Room Use Form must have a current library card, with no suspension of library privileges noted
8. Topics for discussion and names of speakers with their affiliation must be disclosed at the time of booking.
9. The Application for Meeting Room Use Form must be submitted to the Library at least one week in advance of the requested date for use.
10. An Application will not be accepted more than 60 days in advance of the requested date.

## **Charges/Fees**

1. Meeting rooms shall be rented in accordance with the fee structure approved by the Library Administration. A minimum charge may apply.
2. Rental fees are due within five (5) business days of the booking request.
3. The Library accepts payments through specified credit cards, Interact and cheques, payable to the Clarington Public Library. Post-dated cheques are not acceptable.
4. Rental fees will be refunded, subject to a handling charge, provided cancellation is made more than seventy-two (72) hours in advance of the scheduled date/time.
5. There will be no refunds for cancellations made less than 72 hours before scheduled date/time.
6. Cancellations must be made during business hours Monday to Friday by contacting 905-623-7322 X 2716.
7. There will be a charge for NSF cheques.
8. Loss or damage to any Library property arising out of the occupancy by a group must be paid by that group.

## **Rules of Use**

1. A designated member of the group must be in charge of the room at all times. This person is responsible for ensuring that the number of people in attendance does not exceed the maximum capacity of the room. In an emergency, such as fire, this person will be responsible for directing the evacuation of the room. It is the responsibility of the renting group to ensure its audience leaves in case of a fire alarm or another emergency.
2. All persons associated with the event must agree to leave the building at the times specified when room bookings arrangements are made.
3. Library hours must be adhered to by those using Library meeting rooms. Booked events must end fifteen (15) minutes prior to the Library's closing time.
4. The Library is not responsible for damage, theft, or loss of articles or property belonging to persons renting Library rooms and/or to program attendees.
5. All premises must be left in an orderly and clean condition.
6. Groups using the meeting rooms shall secure any necessary performance licences and indemnify the Library for any failure to do so on their part.
7. The serving of liquor or hot food is not allowed.
8. No material may be posted on the walls or windows of the meeting room.
9. Groups will be responsible for the set up and arrangement of the rooming for their meeting and will return the room back to its original state when finished.
10. Groups are responsible for their own photocopying.
11. Groups are responsible for their own audiovisual equipment.

## **Promotion of Programs Held in Library Meeting Rooms**

1. Groups must clearly specify their official names in all promotional material for meetings at the Library.
2. No group may list the address of the Library as its mailing address.
3. Distribution of promotional material in the Library for events held in the Library is not permitted, except for Library co-sponsored events.
4. Advertisements of meetings/events must not imply endorsement by the Library of the content of the program.
5. Groups renting the meeting room are allowed space for small sign in the Library foyer, on the day of the event, directing attendees to the appropriate location. Any postings within the Library must be approved in advance by the Library.
6. The Library may publicize internally all meeting room use booked by groups.
7. Any display material must be removed and areas must be left free of litter.