

## ARNPRIOR PUBLIC LIBRARY



Policy Type: Operational  
Policy Title: Meeting Room Policy

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. The library provides a forum for the expression of diverse ideas and opinions however, use of the meeting room shall not be interpreted to constitute endorsement by the Arnprior Public Library Board.

### 1. The Arnprior Public Library Board:

- i. will not knowingly permit any individual or group to use its facilities in contravention of the Criminal Code of Canada. Federal, provincial and municipal legislation and regulations must be observed at all times.
- ii. will reserve the right to accept or refuse a reservation, or to cancel any booking at its discretion
- iii. will provide political space during election periods (see Elections Policy)
- iv. will set and review rental fees
  - Non-profit, charitable, community group bookings are free of charge
  - Business, non-profit fundraisers, private events and groups which are carrying out a commercial activity or whose goals are deemed to be of benefit only to restriction section of the community (such as unions and political organizations) shall be charged a fee per session. Rates are:
    - \$75 per four hour block of time (or portion thereof) for the main hall;
    - \$50 per four hour block of time (or portion thereof) for the Gaumont Room.

2. The Chief Executive Office (CEO) authorizes the use of the rooms and shall ensure, in so far as is possible, that all groups have reasonable and equal opportunity for access to the room(s).

3. Staff maintain 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:

- i. library programs and services, meetings, and events have first priority for scheduling, after which other requests are considered on a first-come, first-served basis
- ii. any municipal resident, group or business, may request to schedule a meeting room
- iii. meetings which disturb regular library functions, may not be scheduled
- iv. information about the intended use of the room, including the names and contact information of any organizers must be provided for booking purposes
- v. approval from the CEO is required at the time of booking to sell goods and services or Sunday bookings.
- vi. bookings outside of regular library hours will pay a \$30 key deposit to be refunded when the key is returned and if the room is left in satisfactory condition.
- vii. No group may "blanket book" any day or time of the week for more than six months at a time, unless approved by the CEO. If at the end of the six months, there have been no other requests for the room for that day or time, then the original group may book for a further six months. The Board, at its discretion, may choose not to renew a group's booking even if no other requests have been received for that time slot.

5. Room use will be guided by the following:

- i. use of the room shall be subject to the supervision of the employees of the board
- ii. damages to the meeting room, furnishings and equipment will be paid by the organizer
- iii. Individuals / groups are responsible for room set up and strike down.
- iv. use of materials or decorations on the walls requires prior approval
- v. non-alcoholic refreshments and food may be served in the meeting room
- vi. the maximum occupancy of the meeting room shall be obeyed
- vii. 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

- Last review 2010; Next review 2020
- Fee amendment 2014