



# Meeting Rooms Policy

## Operational

Brantford Public Library maintains and welcomes public use of meeting rooms located in its Main Branch location. Meeting rooms bring together the resources of the Library and the activities of the community for educational, cultural, civic, recreational and charitable purposes.

## Purpose

The purpose of this policy is to:

- Establish the relationship between the Brantford Public Library and the User of the meeting space in the Library.
- Outline the rules and conditions for booking and using meeting rooms at the Brantford Public Library.

## Defined Terms

The following definitions shall apply for the purposes of this policy:

- “Not-For-Profit Group” means a group, individuals or organization formed for the purpose of serving a public or mutual benefit. Not-For-Profit groups must not make or intend to collect money for personal gain.
- “For-Profit Group” means all other groups, individuals or organizations that do not fall under the Not-For-Profit Group are considered to be For-Profit Groups.
- “User” means the individual who submits the application and is responsible for the event described in the reservation.

## Policy

1. The Brantford Public Library Board:
  - a. 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.
  - 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 Chief Executive Officer (CEO), or designate, authorizes the use of the rooms, and may approve exceptions to the booking and room use guidelines herein, at their discretion.
3. Staff maintain the meeting room schedule and will make every effort to notify scheduled Users of any changes to availability or bookings.
4. The Library provides a forum for the expression of diverse ideas and opinions. Use of a Library meeting room shall not be interpreted to constitute endorsement by the Brantford Public Library Board of the activities, policies, or beliefs of groups or individuals. For more information, refer to the Library's Intellectual Freedom Policy.
5. Group Study Rooms and the Digital Media Lab are available for use by Brantford Public Library members for free. They can be booked online through the Library's website, or through the Library's public service staff. A Room Use Agreement is not required for these rooms, however, the rules for room use outlined in this policy must be followed. A Digital Media Lab Customer Agreement form must be completed before using the Lab.
6. The Community Room, Program Room, Computer Lab and 3<sup>rd</sup> Floor Meeting Room may also be used for free, if available, by Not-For-Profit groups and organizations for non-commercial purposes relating to informational, cultural, civic, recreational or charitable activities. A Room Use Agreement is required in these circumstances, and the following booking guidelines apply.
7. 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. meeting room use shall not disrupt regular library functions;
  - c. fees apply for Auditorium bookings, regardless of For-Profit or Non-For-Profit status;
  - d. fees apply for all bookings made by For-Profit Groups;
  - e. applicants for room rentals must be 18 years of age or older;
  - f. a Room Rental Request form must be complete and payment of any applicable rental fee made to secure a booking. The Room Rental Request form is available through the Library's website. Information about the intended use of the room, including the names and affiliations of any speakers must be included on the form;
  - g. the Room Rental Request form must be submitted at least 7 days prior to the room use date;
  - h. full refunds for prepaid bookings will be issued if a booking is cancelled 7 days or more in advance of the room use date. A Cancellation Fee of 20% will be deducted from refunds for cancellations made within 7 days of the room use date;
  - i. the full rental fee will be returned if the booking is cancelled by the Library prior to the event;
  - j. the Library will not knowingly permit room use to any individual or group in contravention of the Criminal Code of Canada or any other statute or government regulation, or for any purpose which might create civil liability by the User or the Library to any person.
8. Room use will be guided by the following rules and conditions:
  - a. use of the room shall be subject to the supervision by library staff;
  - b. the Library may refuse or cancel the User's booking at any time either with or without cause;
  - c. reservations are only available during library open hours, and the room must be vacated 15 minutes prior to closing;

- d. the User must notify an authorized Library employee when the event is finished. The User's responsibility for the room shall end only when a Library employee locks the room;
  - e. the User shall not require the payment of or collect any admission fee to the meeting room from attendees;
  - f. individuals and groups using Library meeting rooms must be familiar with and abide by the Library Rules of Conduct;
  - g. damages to the meeting room, furnishings and equipment will be paid by the applicant;
  - h. the User must leave the room in the same setup and condition in which it was accepted. Except in the case of paid rentals, room set up and take down is the responsibility of the User;
  - i. the User must accept responsibility for safety, order and condition of the room;
  - j. events involving minors must have an adult in the room at all times;
  - k. the User must, as soon as reasonably possible, advise the Library of any situation that may pose a risk to the public, Library property, or Library staff;
  - l. the Library may publish on its website and/or signage the name of the organization or group making a room booking;
  - m. use of materials or decorations on the walls or ceilings require prior approval;
  - n. any outside equipment use is subject to prior approval of the Library. The use of candles, open flames, or incense is not permitted within the meeting room;
  - o. non-alcoholic refreshments and food may be served in the meeting room;
  - p. the maximum occupancy of the meeting room shall be obeyed;
  - q. all passageways to and from exits must be kept clear at all times;
  - r. viewing of films must have appropriate Public Performance Rights in place. Proof of a purchased film licence must be provided in advance of the event;
  - s. 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.
9. The following activities and events are prohibited and will result in terminating an event or denial of future requests:
- a. the sale, advertising, solicitation, or promotion of commercial products or services; except for
    - i. food and non-alcoholic drink refreshments;
    - ii. books sold at author readings or book signings;
    - iii. or other exceptions at discretion of the CEO or their designate;
  - b. fundraising;
  - c. gaming or games of chance, including bingo and lotteries;
  - d. interfering with Library operations;
  - e. using the name, address and phone number of the Library as the official address of any individual, group, or organization using the room;
  - f. publicizing events in such a way as to imply Library endorsement or sponsorship.

## History

**Supersedes:** Not applicable

**Background documents, related policies:** Brantford Public Library Intellectual Freedom Policy; Brantford Public Library Use of Library Resources for Political Elections; Brantford Public Library Rules of Conduct; Brantford Public Library Partnerships Policy.

**Approval Date:** September 2013

**Revision History:** September 2022, June 2016  
**Projected Review Period:** Not applicable  
**Author:** Manager, Programming and Partnerships  
**Approval Level:** Brantford Public Library Board