

Facility 12 -3

Meeting Rooms

General 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 inclusive and equitable community spaces. Provision of these spaces furthers the Library's vision to be "a vibrant community catalyst for culture, discovery and connections".

Brockville Public Library does not endorse the policies and beliefs of groups or individuals that use Library spaces.

Library meetings and programs are the first priority for the use of Library spaces. When not in use for Library functions, the Library welcomes reservations by other individuals and groups.

The Library reserves the right to attend any meeting held in the Library facility.

For the purposes of this policy, non-profit individuals, organizations and other community groups are defined as per *cra-arc.on.gc*: "A non-profit organization (NPO) is a club, society, or association that is organized and operated solely for: social welfare, civic improvement, pleasure or recreation and any other purpose except profit."

For the purposes of this policy, for-profit individuals and businesses will be defined as those whose goal is to make a profit by selling goods and services for the benefit and payment of owners or shareholders.

Guidelines:

1. The Brockville Public Library:
 - a. Will observe federal, provincial and municipal legislative requirements when authorizing reservations and will not knowingly permit rentals that contravene the Criminal Code of Canada .
 - b. Reserves the right to accept, refuse or cancel a reservation at its discretion.
 - c. Will periodically review the meeting room policy and regulations and reserves the right to amend them at any time.
 - d. Authorizes the CEO to waive regulations under appropriate circumstances.
2. The Chief Executive Officer (CEO) authorizes the use of the rooms. Considerations not addressed by this policy will be referred to the CEO.
3. Library employees will be responsible for the administration of the meeting room policy and maintain a reservation schedule.

4. Room reservation requests will be guided by the following:
 - a. Applications are considered on a first-come, first-serve basis.
 - b. The meeting rooms may be rented by community individuals and groups, non-profit and charitable agencies/organizations, and for-profit individuals and businesses. The Library reserves the right to request proof of non-profit and for-profit status.
 - c. The rooms are primarily intended to be used for meetings, seminars and workshops. The room may be considered for small celebrations such as showers and anniversaries with the pre-approval of the CEO.
 - d. Meetings/events/programs that are not suitable for the Library's physical facilities will not be approved. For example, meetings that would interfere with the proper functions of the Library by causing excessive noise, safety hazards and security risks.
 - e. Room occupancy limits will not be exceeded. See Appendix B: Meeting Rooms
 - f. The Room Code of Use | Respect for Shared Space | Responsibility for Use document is posted in the meeting spaces. See Appendix D. Each renter will sign a copy at the time of reservation confirmation. Note that the Library's Code of Conduct | Respect for Others | Responsibility for Actions policy also applies to everyone using the meeting spaces. See Facility 12 – 1.
 - g. Brockville Public Library is not responsible for liability claims arising from the use of the facility, including lost or stolen articles.
5. All required information will be completed on the Room Rental Agreement & Invoice Form. See Appendix C. Payment of the rental fee will be made no later than 5 business days before the event in order to secure the booking. Unpaid reservations will be cancelled by the Library. Payment may be made by cash, cheque, or debit. NSF charges will be applied to returned cheques.
6. The Room Rental Agreement & Invoice form must be signed by an adult (individual or representative of an organization) who is 19 years of age or older. This individual is responsible for the facility reservation and the actions of the attendees. The person signing the form is legally and financially responsible for any loss or damage of property, including damage to the facility and excessive clean-up costs.
7. In the case of groups, the official name of the organization will appear on the Room Rental Agreement & Invoice form.
8. A primary contact must be named on the Agreement form and must be present during the entire meeting. The clearance of the room under conditions of fire or other emergencies is the responsibility of the primary contact.
9. Reservations may not be transferred or assigned to another individual or group.
10. Changes to a reservation must be requested at least 48 business hours in advance of the rental time. Cancellations within 48 business hours prior to the scheduled rental time will result in forfeiture of the room rental fee.

11. The Library reserves the right to cancel any reservation due to unforeseen circumstances or to relocate a scheduled rental if circumstances warrant. In the event of a Library building or weather-related emergency (See Facility 12 – 9) the Library will cancel a reservation.
12. Presentation equipment may also be rented from the Library in conjunction with a room rental for an additional fee. See Appendix E: Equipment Rental Agreement & Invoice.
13. Fees for the rental rooms are waived for library collaborative and library co-partnered events, meetings and programs. City of Brockville departments and administration may use the meeting spaces free- of-charge but are subject to the first come, first serve guideline.
14. Organizations that the Library is engaged with at community tables, events and projects may occasionally rent Library space without a fee. Their event/meeting must be open to the general public. Fee-exempt organizations are still required to reserve the room and complete the Room Rental Agreement & Invoice form.
15. Rentals must be scheduled within the Library's hours of operation to the public and must finish fifteen (15) minutes before Library closing. Renters must allow for set-up and take-down within the paid reservation time slot. Extra costs will be invoiced to renters that remain past their reserved time and/or delay the closing of the Library.
16. Earlier meeting start times and later meeting departure times before and after public hours may be considered with pre-approval by the CEO. There is a fee for accessing the rooms beyond regular public hours. See Appendix B. Such requests must be received five (5) business days in advance of the reservation.
17. Renters are responsible for room set-up and cleanup and should request a review of the room condition with a Library employee prior to leaving the Library. Prior to the meeting, the renter must check in at the customer service desk and the room will be inspected by the renter and a Library employee to assess the "as rented" condition. Problems or damage will be noted on the Room Rental Agreement & Invoice form, and initialed by both parties.
18. Exit doors must be kept free from obstruction.
19. Use of materials or decorations on the walls requires prior approval.
20. Non-alcoholic refreshments and food may be served in the meeting rooms.
21. Storage space for individuals/organizations between multiple reservations is not available.
22. Youth under the age of eighteen must be under the direct and constant supervision of the adult who has signed the agreement form or the named primary contact. At the discretion of the CEO, groups composed of ages 11 and under may be required to be supervised by one adult for each ten children at all times while using the room. Groups composed of ages 12 through 17 may be required to be supervised by two adults for each fifteen youth at all times while using the room.

23. Renters may charge admission to their events. Renters are responsible for registration, ticket sales and monitoring admission. Registration and admission tables will be located inside the rented space.
24. Selling of goods and services must be pre-approved by the CEO.
25. Unlicensed lottery or raffle activities are not permitted in the Library facility.
26. Movies shown at BPL 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 will be provided to BPL prior to screening a movie.
27. The Library will display publicity and signs provided by the renting individual/organization. The publicity must not give the impression that the Library sponsors the event. All signs must be professional, located at the discretion of the Library, and will be removed immediately after the meeting.
28. Appeals around the meeting room policy will be considered. An individual/organization wishing to file an appeal will make a written submission submit it to the CEO. The CEO will respond in writing. If the individual or organization feels that the response is unsatisfactory, he/she may submit a written request for consideration to the Library Board. The Library Board will review the request and notify the organization or individual of their decision in writing. The Board's decision is final.

Board Motion Number 015 - 2014

Date: May 26, 2014

Signature of Chairman _____

*Sources: Cornwall Public Library 2009
Markham Public Library
North Grenville Public Library 2013
Richmond Hill Public Library 2010*

APPENDIX B: MEETING ROOMS

The following rooms are available for public use. Attendance is defined by the room size combined with seating requirements and arrangement. Occupancy may not exceed the maximum number of people certified by the Brockville Fire Department.

Accessible washrooms are available on both floors of the Library.

Free wireless internet is available throughout the Library.

Coffee is available in the Library for guests to purchase for a nominal fee.

Facility use fees for before and after public access hours are \$50 per hour and a minimum of \$25.

ROOM TYPES	# of Tables and Chairs	Kitchen	Fire Code Occupancy	Our Recommendations for Comfort and Accessibility
BUELL STREET ROOM Lower Level	6 long tables 40 chairs 4 card tables 16 card table chairs	Yes	Tables & Chairs = 89 people Chairs Only = 113 people Standing = 212 people	Tables & Chairs = 60 people Chairs Only = 90 people Standing = 120 people
GEORGE STREET ROOM Upper Level	1 conference table 12 chairs	No	Table & Chairs = 20 people Chairs = 25 people Standing = 48 people	Tables & Chairs = 12 people Chairs = 16 people Standing = 20 people

APPENDIX B: MEETING ROOMS continued...

ROOM FEES		Not-for Profit		For-Profit
BUELL STREET ROOM Lower Level	Hourly fee	\$20		\$40
	Minimum fee per booking (2 hours)	\$40		\$80
	Maximum fee per day	\$100		\$200
GEORGE STREET ROOM Upper Level	Hourly fee (minimum one hour booking)	\$10		\$20
	Maximum fee per day	\$50		\$100

Study Room for Reservation	# of Tables and Chairs	Our Recommendations for Comfort and Accessibility	Fee
QUIET ROOM Upper Level Individuals & not-for-profit small groups	1 medium table 4 chairs 1 computer station	Table & Chairs = 6 people	No charge but must be reserved in advance Maximum booking 3 hours (exceptions made for exams)

APPENDIX C: ROOM RENTAL AGREEMENT & INVOICE

Insert publisher documents...3 appendix C

APPENDIX D: to be used on the reverse side of the Room Rental Agreement & Invoice

The Room Code of Use | Respect for Community Space | Responsibility for Use

1. The Library retains the right to monitor all events conducted on Library premises to ensure compliance with Library policy. The full Facility Policy: Meeting Rooms 12 – 2 applies to all room use.
2. Note that the Library’s Code of Conduct | Respect for Others | Responsibility for Actions policy also applies to everyone using the meeting spaces. See Facility 12 – 1.
3. Brockville Public Library does not endorse the policies and beliefs of groups or individuals that use Library spaces
4. All required information will be completed on the Room Rental Agreement & Invoice form. Payment of the rental fee will be made no later than 5 business days before the event in order to secure the booking. Unpaid reservations will be cancelled by the Library. Payment may be made by cash, cheque, or debit. NSF charges will be applied to returned cheques.
5. The Room Rental Agreement & Invoice form must be signed by an adult (individual or representative of an organization) who is 19 years of age or older. The person signing the form is legally and financially responsible for any loss or damage of property, including damage to the facility and excessive clean-up costs.
6. A primary contact must be named on the Agreement form and must be present during the entire meeting.
7. Reservations may not be transferred/assigned to another individual or group.
8. Changes to a reservation must be requested at least 48 business hours in advance of the rental time. Cancellations within 48 business hours prior to the scheduled rental time will result in forfeiture of the room rental fee.
9. The Library reserves the right to cancel any reservation due to unforeseen circumstances or to relocate a scheduled rental. In the event of a Library building or weather-related emergency the Library will cancel a reservation. See Facility 12 – 9.
10. Meetings/events/programs that are not suitable for the Library’s physical facilities will not be approved.
11. Room capacity limits will be honored.
12. Exit doors will be kept free from obstruction.
13. Set-up and cleanup is the responsibility of the renter. Time needed for this must be included within the paid reservation time slot.
14. Anyone who does not leave the Library promptly at the end of the reserved time and/or at closing will be charged per hour or a minimum fee past the booked time. See Appendix B.
15. Library approval will be obtained before hanging items or decorations on the wall.
16. Storage space between repeat bookings is not available.
17. Non-alcoholic refreshments and food may be served in the meeting rooms.
18. The kitchen area must be left in a clean and orderly condition. Excessive garbage removal will result in an additional fee.
19. Smoking is not permitted in the Library. People smoking outside must remain 9 metres away from the Library entrances and exits.
20. Candles, incense, open flame and other hazardous materials are prohibited.
21. Room attendees may not leave children under 10 years of age unattended in the Library. Facility Policy 12 – 7.
22. Minors under the age of 18 must be under the direct and constant supervision of the primary contact and/or the individual signing the rental agreement.
23. Selling of goods and services as part of the event must be pre-approved by the CEO.
24. Soliciting library customers outside of the designated room is prohibited.
25. Promotional material for non-library events must include a contact person and telephone number other than the Library.
26. In accordance with the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code, any member of the public who wishes to attend a public event must be allowed to do so.
27. Groups must comply with the Accessibility for Ontarians with Disabilities Act and are responsible for providing qualified interpreters and/or auxiliary aids, upon request, for their programs.

APPENDIX E: EQUIPMENT RENTAL AGREEMENT & INVOICE FOR IN-HOUSE USE

Library employees will provide 15 minutes of free instruction for the use of equipment but will not remain through the meeting to operate it. Technical assistance required beyond 15 minutes is subject to a fee. Please see below. Arrangement for instruction should be made at the time of the room reservation or a minimum of 48 business hours prior to the meeting.

The Equipment Rental Agreement & Invoice must be signed by an adult (individual or representative of an organization) who is 19 years of age or older. The person signing the form is legally and financially responsible for any loss of or damage to the equipment.

Please print:

Today's Date: _____ Rental Date: _____

Name: _____

Address: _____

Identification (Library Card # or D/L) : _____

Telephone: _____ e-mail: _____

Signature (19 years of age or older): _____

Check if needed	Equipment	Fee per booking
	LED Projector	\$10
	Laptop	\$10
	Wii Gaming System (includes sound system)	\$40
	Screen (may be used off-site)	\$5
	Easel & White Board (flipchart paper not available)	N/C
	Staff technical assistance	\$25 each 30 minutes