

Meeting Room Policy

Community use of library meeting area

- § The Brockville Public Library (BPL) has a meeting room that is available for use by the public during normal library hours.
- § The meeting room can be used for library events, community events, and other non for-profit events. Occasionally the room can be booked for profit making groups. The room is not to be used for parties, showers, banquets, etc.
- § All organizations intending to use the room must follow the provisions of the Ontario Human Rights Code.
- § The CEO of the library, in consultation with the Chair of the BPL may refuse any application that is incomplete as well as reserving the right to refuse any application and cancel reservations.
- § The BPL does not necessarily endorse the views of those who may rent the facility, and does not permit the distribution of promotional material in the BPL except for library co-sponsored events.
- § The library board (at its discretion) may waive the rental fees.

User Responsibilities:

- § The meeting room may be booked for meetings through application to the library.
- § It is necessary to completely fill out the attached form and pre-pay the rental at least two weeks prior to the planned event.
- § The completed form and cheque should be deposited at the circulation desk of the library.
- § The application form must show the official name of the organization.
- § A representative of the group applying for the room must sign the form indicating that the BPL is not responsible for claims arising out of the use of the facility, including lost or stolen articles.
- § Any damages to the facility are the responsibility of the renter, and will be repaired by the BPL and charged back to the renter.
- § As the BPL is a non-smoking environment, no smoking is allowed in the building, including the meeting room.
- § The serving or consumption of alcoholic beverages and the serving of hot food is not allowed.
- § The clearance of the room under conditions of fire or other emergencies is the responsibility of the renter.
- § One person should be named on the application form as the primary contact. This person must be present during the whole of the meeting.
- § Prior to the meeting, the room shall be inspected by the user and a library representative to assess the "as rented" condition. Problems or damage will be noted on the application form, and initialed by both parties.
- § The users shall NOT attach flip chart papers or other items to the walls.
- § The users are responsible for their own meeting materials including flip charts, paper, etc.
- § The users are responsible for room set-up, room cleanup and must review the room condition with a member of the library staff prior to leaving the facility.
- § The renter is responsible to ensure that the room size is adequate. The room has a capacity of 100 adults.

Fees:

For Non-Profit or Not-for-Profit groups:

- § Minimum booking – 2 hours
- § Rate = \$15.00/hour
- § If more that 4 hours, maximum per day = \$60.00

For Profit Groups:

- § Minimum booking – 2 hours
- § Rate = \$30.00/hour

§ If more than 3 hours, rate for each hour after 3 goes to \$15.00/hour

Publicity and Advertising:

§ Publicity must specify the meeting place as the Brockville Public Library, and this publicity must be approved by the CEO prior to release to the public.

Group study room

The group study room, located on the second floor opposite the information desk, is “reserved for use by library patrons for group projects, quiet study and not for any profit-making groups”.

Patrons are asked to come to the adult information desk or telephone to book a maximum two-hour session.