

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 Meaford Public Library Board of the policies and beliefs of groups or individuals.

1. The Meaford 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
2. The Chief Executive Office (CEO) authorizes the use of the rooms.
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:
 - 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) any municipal resident, ages 18 years of age or older may request to schedule a meeting room
 - c) a "Request for Meeting Room" form must be completed. Information about the intended use of the room, including the names and affiliations of any speakers must be provided on the form.
 - d) approval from the CEO is required at the time of booking to sell goods and services
5. Room use will be guided by the following:
 - a) the applicant shall not require the payment of or collect any admission fee to the meeting room
 - b) damages to the meeting room, furnishings and equipment will be paid by the applicant

- c) use of materials or decorations on the walls requires prior approval
 - d) non-alcoholic refreshments and food may be served in the meeting room
 - e) the use of alcohol is subject to prior written approval of the Board and a special occasion permit
 - f) the maximum occupancy of the meeting room shall be obeyed
 - g) 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
 - h) the applicant agrees to restore the meeting area back to its previous condition
 - i) the applicant agrees to abide by the Meaford Public Library Code of Conduct
6. Fees
- a) Boardroom
 - Available for free to registered non-profit groups
 - Others by donation
 - b) Meeting Room
 - Available for free to registered non-profit groups
 - Others by donation

Related documents:

Meaford Public Library Request for Meeting Room

Approved: January 2003

Revised: May 2013

Revised: June 2017