

Meeting rooms in the Meaford Public Library bring together the resources of the library and the activities of the community for educational, cultural, civic, recreational, community, and charitable purposes. Priority use of meeting rooms will be for library and library-related programs and meetings. After those needs are met, they will be available to organizations and groups for meetings, education, training, and other community interest activities.

All uses of the available meeting rooms should be in keeping with the spirit of what is acceptable in other parts of the library and should not interfere with the regular operations of the library. In addition, use of meeting rooms shall not be interpreted to constitute endorsement by the Meaford Public Library Board of the policies and beliefs of groups or individuals using the rooms.

General Guidelines:

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) authorizes the Chief Executive Officer or designate to manage the use of all meeting rooms in the library, including the right to refuse a request or cancel any booking at their discretion.
2. Library staff will maintain the schedule of meeting room use and bookings and will make every effort to notify scheduled users of the unavailability of a booked meeting room in the case of emergencies.
3. Room bookings will be guided by the following:
  - a. library programs and services, meetings, and events have first priority for scheduling, then not-for-profit, then for-profit, after which other applications are considered on a first-come, first-served basis.
  - b. meeting rooms may only be booked for use during normal library hours. The only exception is the Friends of the Meaford Library room which can be booked for after-hours use at the discretion of the Library CEO or designate (see Fees section below).
  - c. any municipal resident, 16 years of age or older may request to schedule a meeting room.
  - d. a "Request for Meeting Room" form (available from library staff or the library

website) must be completed and submitted to the Library CEO or designate prior to any booking. Information about the intended use of the room, including the names and affiliations of any speakers must be provided on the form.

- e. approval from the CEO or designate at the time of booking to sell goods and services in the library.

#### 4. Conditions of Use:

- a. the registered user of the library meeting room will be responsible for any damages incurred to the meeting room, furnishings or equipment in the room and will indemnify the library against all costs associated with such damages.
- b. the use of materials or decorations on the walls requires prior approval.
- c. non-alcoholic refreshments and select foods may be served in the meeting room at the CEO's discretion.
- d. the maximum occupancy of the individual meeting rooms shall be obeyed by all users.
- e. 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.
- f. the registered user agrees to restore the meeting room to its original condition.
- g. the registered user agrees to abide by the Meaford Public Library Rules of Conduct.
- h. the library encourages all bookings to be made no later than three (3) days/72 hours prior to the intended event. Under exceptional situations, the CEO or designate may approve short notice bookings.
- i. the use of media equipment found in the meeting rooms is included in the booking. Additional library equipment must be booked in advance. Applicants must indicate at time of booking what equipment will be needed and whether set-up and tutorial assistance is required.
- j. any infraction of the conditions of use shall result in cancellation or revocation of the agreement with the registered user. The library may refuse to rent to that group or individual in the future if serious infractions occur.
- k. the registered user is responsible for meeting/guiding their meeting attendees to their designated room. It is not Library staff responsibility.
- l. a valid Meaford Public Library membership for users is required to book a room.

#### 5. Fees:

The following definitions shall apply for the purpose of this Policy:

**Not-for-profit group:** Any group or organization formed under the Not-for-profit Corporations Act or an individual whose purpose is serving the public or mutual benefit other than the pursuit or accumulation of profits for owners or investors.

Library staff may ask for proof of not-for-profit status to qualify.

**For-profit group:** Any business, group or organization formed for the purpose of creating a profit.

**a. Friends of the Meaford Library (FOML) Room**

**Regular Hours Booking Fee:**

Non-profit: No fee required

For-profit: \$125/half day or \$250 for full day

The FOML room can be booked for use outside of regular library hours. All such bookings require the presence of a library staff member. The cost of staffing after hours will be covered by the registered user.

The library building must be vacated by 10 pm. Holiday rentals are not available without express written consent of the Library CEO or designate. Request of this nature must be in writing.

**After-Hours Booking Fee:**

Non-profit: \$25/hour

For-profit: \$125/half day or \$250 for full day plus \$25/hour for staffing after hours

**b. All other Meeting Rooms** - Weston Family Foundation, Stanley Knight, Ontario Trillium Foundation, Rotary Project Room

**Booking Fee:**

Non-profit: No cost but donations are appreciated

For-profit: \$25/hour

Not available after hours

**c. All after-hours bookings are at the discretion of the Library CEO or designate.**

6. The Meeting Room Policy is subject to change without notice.

**Related documents:**

***Meaford Public Library Request for Meeting Room Form***

***Policy-5: Library Rules of Conduct***

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Meaford Public Library Board Chair

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Meaford Public Library CEO