

ST. CATHARINES PUBLIC LIBRARY**POLICY**

Section Number: General G5	Subject: Meeting Rooms	Motion#: 2021-23
Policy Level: Library Board	Author: Business & Facilities Administrator	Review: 4 years
Approval Date: 1985-01-10	Last Review: 2021-02-18	Next Review: 2025
Notes: Approved at the Board Meeting of January 10, 1985. Amended at the Board Meeting(s) of: October 20, 1994, May 13, 2003, March 15, 2007, and April 19, 2007. Rescinded and replaced at the Board Meeting of February 18, 2021.		

POLICY STATEMENT

Meeting rooms are provided for Library and Library-related programs and meetings. After these needs are met, meeting rooms may be booked by individuals, groups and organizations for meetings and cultural, educational and community activities and to generate revenue for the Library as allowed by The Public Libraries Act (R.S.O.1990, c. P44).

Use of the meeting rooms by any group or organization does not constitute an endorsement by the Library Board of that group or organization's beliefs or policies.

The Library does not rent meeting rooms for:

- Private social functions such as parties or fundraisers
- Business activities such as trade exhibitions and promotion and sale of products or services
- Religious services
- Programs that are not suited to the Library's physical facilities and family oriented atmosphere.

REGULATIONS

1. All individuals, groups or organizations renting space from the Library must not violate the Library Rules of Conduct, all applicable laws and by-laws, the *Ontario Human Rights Code*, the *Criminal Code of Canada* and the *Canadian Charter of Rights and Freedoms*. Events held in Library meeting rooms cannot promote discrimination or hatred for any group or person on the basis of race, ethnic origin, citizenship, language, religion, age, sex, gender identity, gender expression, disability, and/or any other factor.
2. The individual, group or organization renting space is responsible for damages, theft, or loss of property belonging to the Library, to persons renting Library rooms

and/or to program attendees. The rental agreement indemnifies the Library Board against any and all claims arising out of the renter's use of the facilities.

3. All bookings are made through the Administration Office at the Central Library. Bookings are not confirmed until after the individual or the representative of the group or organization signs the Meeting Room Application Form and said application form has been reviewed. Acceptance or refusal of a specific booking shall be at the discretion of the Library. Any person, group or organization so refused may appeal in writing to the Board.
4. A rental fee is charged for four hours of use in accordance with the size of the room. Additional fees are applied for equipment rental. Non-profit groups and organizations, i.e. community groups or registered charities, will be given a discount for room rentals. If non-profit groups charge admission or request donations, the for-profit rate will apply. Groups charged the for-profit rate must provide proof of non-profit status to receive the discount. At the discretion of the Library, rental charges may be waived if the group or organization's activities are in partnership with the Library.
5. If the Library is unable to provide the premises for the individual, group or organization's use due to matters beyond the Library's control, the booking shall be terminated and a refund of rental fees it has paid the Library will be provided. The individual, group or organization will waive any claims for damages or compensation on account of such termination beyond the fee refund.
6. The Library reserves the right to attend any meeting held in its facilities. The Library may terminate an individual's or group's right to the use of the premises if:
 - a) The Library becomes aware of a use contrary to law.
 - b) The group has misrepresented anything in the Meeting Room Application Form.
 - c) The group has misrepresented the event as a Library or Library partnership program.
 - d) There is a likelihood of harm to any person or property.
 - e) The group has previously misused the premises or other Library facilities or has failed to pay any fees owing to the Library.
 - f) There are unpaid fees from a previous booking.

APPENDIX

Appendix 1 – St. Catharines Public Library - Meeting Room Application Form