



## **Policy Title: Meeting Rooms**

**Policy Number: FAC 05**

**Policy Type: Operational**

**Policy Heading: Facilities**

<b>Original Policy Date: January 2008</b>	<b>Date Revised/Amended: September 2013, June 2016</b>
<b>Background documents, related policies: Fines and Fees Report, Appendix A – Available Rooms, Appendix B – Room Rental Agreement</b>	
<b>Author: L. Williams</b>	
<b>Approved date:</b>	
<b>Chair/CEO Signature:</b>	

### Policy Purpose:

The purpose of this policy is to:

- Establish the relationship between the Brantford Public Library and the Licensee of the meeting space in the Library
- Outline the terms and conditions for use of meeting rooms at the Brantford Public Library

### Definitions:

The following definitions shall apply for the purposes of this policy:

- “Licensee” – An organization or individual who has contracted with the Library for the use of meeting room space.
- “Not-For-Profit Group” – A group, individuals or organization formed for the purpose of serving a public or mutual benefit. Not-for-Profit groups must not make or intend to collect money for personal gain.

- “For-Profit Group” – For the purpose of this policy, all other groups, individuals or organizations that do not fall under the Not-for-Profit Group are considered to be For-Profit Groups.

### Principles:

Brantford Public Library maintains and welcomes public use of meeting rooms located in its Main Branch location.

Meeting rooms are provided for library and library-related programs and meetings. After these needs are met, meeting rooms may be rented to individuals and organizations when available, at fees established and revised from time to time by the Library Board.

For-Profit Groups may only rent the Library’s Auditorium.

Group study rooms and the Digital Media Lab are available to customers for free and can be booked by speaking with staff at the Information or Reference Desks. While no room rental agreement is signed for use of these free rooms, all rules and regulations hereto in must be followed.

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

The Library Board reserves the right to refuse any rental.

### Meeting Room Rental Agreement

The Library establishes Room Rental Agreements, outlining fees, terms, and conditions for renting space at the Brantford Public Library. All licensees are required to sign a Room Rental Agreement (Appendix B).

Applicants for room rentals must be 18 years of age or older.

Meeting room bookings will not be confirmed until signed copies of the Room Rental Agreement are returned to Library Administration and all fees are paid.

The licensee will provide information about the intended use of the room, including names and affiliations of any speakers, at the time of booking.

All rules and regulations of this policy and the rental agreement must be upheld by the Licensee.

## Cancellation

Refunds for prepaid bookings will be issued, less a 20% Cancellation Fee, if the cancellation is made less than (7) days before the rental date.

The Library Board may refuse or cancel the Licensee's use of the meeting room at any time either with or without cause, and the Licensee releases the Library Board from any damages or other liability for losses relating thereto. Should the licensee's rental be cancelled by the Library, all fees will be refunded in full.

The Library assumes no responsibility for any other costs occurred by the licensee.

## Hours of Availability

Rooms are only available for use during Library hours. Library hours change seasonally. Please check the Library's website, or contact Library Administration, to confirm the Library's hours.

## Equipment

Booking of extra equipment, including the SMART Board and Flip Charts, should be arranged and paid for as part of the Room Rental Agreement.

## Rental Rates

Rental Rates are established as part of the Library's Fines and Fees. Rates are available in full-day and half-day blocks.

The fee category is determined based on the status of the group or individual that is applying and not on the use they are making of the room. The Library reserves the right to interpret the definitions used in this policy.

All Library equipment must be left in good condition or the licensee will be held responsible for the cost of repair and/or replacement.

Any outside equipment use is subject to prior approval of the Library. The use of candles, open flames, or incense is not permitted within the meeting room.

The Brantford Public Library Board accepts no responsibility for lost or stolen items.

## Room Rental Rules and Regulations

- The Licensee shall not require the payment of or collect any admission fee to the meeting room.

- The Licensee may advertise the meeting to be held in the meeting room. Any such advertisement shall provide the full legal name of the Licensee, including any styles under which the Licensee is also known. No advertising shall state or imply that the Library Board in any way sponsors or approves of the activities of the Licensee, but in the event that any such advertising does make such a statement or implication, the Licensee shall, if so requested by the Library Board, advertise a retraction.
- Public entry to any meeting may be limited by the Licensee, except where the reason for any such limitation is a prohibited ground of discrimination pursuant to the provisions of Section One of the Human Rights Code, 1981, R.S.O. 1990, c. H. 19, as amended.
- The Licensee agrees to compensate the Library Board for any damages to the meeting room or other property of the Library Board caused by, or resulting from, the Licensee's use of the meeting room. The Licensee releases the Library Board from any liability for any damages which may occur to the property or person of the Licensee arising out of its use of the meeting room, and agrees to indemnify and save harmless the Library Board from any liability, however caused, for personal injury or property damages occurring to any person arising out of the Licensee's use of the meeting room.
- There shall be no smoking.
- The room shall be left in a neat and orderly condition with all litter and rubbish disposed of in the receptacles provided.
- No alcoholic beverages shall be served in the meeting room, however non-alcoholic beverages may be served if prior arrangements are made with the library staff.
- The maximum occupancy of the meeting room shall not be exceeded by the Licensee.

In the course of its use of the meeting room, the Licensee shall obey any reasonable direction of the Library staff not in conflict with this agreement. Any person who fails to obey such direction may be requested to leave the library premises.

In addition to the general rules respecting use of the library, the Brantford Public Library Board prohibits the use of its meeting rooms for any purpose which would contravene any statute or government regulation, or which might create civil liability by the user or the Library Board to any person. For example, the Ontario Human Rights Code prohibits certain forms of discrimination and harassment of other individuals or groups, and the Criminal Code includes prohibitions against child pornography, obscenity, hate literature, and literature for illicit drug use. An example of civil liability is the law of libel

and slander. No effort has been made to be exhaustive in giving the above examples. Users are reminded that ignorance of the law is not an excuse. Use of Library meeting rooms is conditional on the user's agreement to observe this policy. By signing the license, the user indicates agreement to all requirements of this policy.

Procedures:

Rental fees are established as part of the Library's Fines and Fees and are reviewed by the Library Board annually.

The approval process and the administration of the license (room rental agreement) are handled by the Library Administration, in accordance with the policies of the Library Board. A copy of the Room Rental Contract is included as Appendix B to this policy.

Appendix A – Available Rooms



**Main Library  
Third Floor  
Large Meeting Room**

**Full Room**  
PC, video projector & screen  
Capacity: 125

**Half Room**  
PC, video projector & screen  
Capacity: 60



**Quarter Room**  
Capacity: 22

Booking Contact:  
Library Administration Office  
519-756-2223



**Main Library  
Third Floor  
Computer Lab**

Capacity: 10  
Computer workstations & video projector and screen.

Booking Contact:  
Library Administration Office  
519-756-2223



**Community Room**

Capacity: 22

Booking Contact:  
Library Administration Office  
519-756-2223





## **Children's Program Room**

Capacity: 22

Booking Contact:  
Library Administration Office  
519-756-2223



## **Group Study Rooms**

Third Floor Study Room  
Capacity: 7

First Floor Study Room  
Capacity: 4

Rooms may be booked for 2  
hours per day free of charge.

Contact:  
Library Reference Desk  
519-756-2220



Appendix B. Room Rental Agreement



This agreement made this \_\_\_ day of \_\_\_\_\_

The BRANTFORD PUBLIC LIBRARY BOARD

(Hereinafter called the "Library Board")

OF THE FIRST PART,

-and-

---

(Hereinafter called the "Licensee")

IN CONSIDERATION of the mutual agreements hereinafter contained, the parties hereto have agreed as follows:

1. The Licensee is permitted to use the following meeting room on the dates and times indicated.

Meeting Room Date and Time:

---

2. The Licensee will provide information about the intended use of the room, including names and affiliation of any speakers, at the time of booking.
3. The Licensee shall not require the payment of or collect any admission fee to the meeting room.
4. The Licensee may advertise the meeting to be held in the meeting room. Any such advertisement shall provide the full legal name of the Licensee, including any styles under which the Licensee is also known. No advertising shall state or imply that the Library Board in any way sponsors or approves the activities of the Licensee, but in the event that any such advertising does make such a statement or implication, the Licensee shall, if so requested by the Library Board, advertise a retraction.

5. Public entry to any meeting may be limited by the Licensee, except where the reason for any such limitation is a prohibited ground of discrimination pursuant to the provisions of section one of the Human Rights Code, 1981, R.S.O., c. H. 19, as amended.
6. The Licensee agrees to compensate the Library Board for any damages to the meeting room or other property of the Library Board caused by, or resulting from, the Licensee's use of the meeting room. The Licensee releases the Library Board from any liability for any damages which may occur to the property or person of the Licensee arising out of its use of the meeting room, and agrees to indemnify and save harmless the Library Board from any liability, however caused, for personal injury or property damages occurring to any person arising out of the Licensee's use of the meeting room.
7. There shall be no smoking.
8. The room shall be left in a neat and orderly condition with all litter and rubbish disposed of in the receptacles provided.
9. No alcoholic beverages shall be served in the meeting room, however non-alcoholic beverages may be served if prior arrangements are made with the library staff.
10. The maximum occupancy of the meeting room is \_\_\_\_\_ which maximum occupancy shall not be exceeded by the Licensee.
11. In the course of its use of the meeting room, the Licensee shall obey any reasonable direction of the Library staff not in conflict with this agreement. Any person who fails to obey such direction may be requested to leave the library premises.
12. In addition to the general rules respecting use of the library, the Library Board prohibits the use of its meeting rooms for any purpose which would contravene any statute or government regulation, or which might create civil liability by the user or the library Board to any person. For example, the Ontario Human Rights Code prohibits certain forms of discrimination and harassment of other individuals or groups, and the Criminal Code includes prohibitions against child pornography, obscenity, hate literature, and literature for illicit drug use. An example of civil liability is the law of libel and slander. No effort has been made to be exhaustive in giving the above examples. Users are reminded that ignorance of the law is not an excuse. Use of Library meeting rooms is conditional on the user's agreement to observe this policy. By signing the license, the user indicates agreement to all requirements of this policy.

13. The Library Board may refuse or cancel the Licensee's use of the meeting room at any time either with or without cause, and the Licensee releases the Library Board from any damages or other liability for losses relating thereto.

ROOM RENTAL FEE: \_\_\_\_\_

Cancellation

Refunds for prepaid bookings will be issued, less a 20% Cancellation Fee, if the cancellation is made with less than (7) days before the rental date.

EQUIPMENT RENTAL:

- SMART Board FEE: \_\_\_\_\_
- Flip Chart FEE: \_\_\_\_\_

TOTAL FEE DUE: \_\_\_\_\_

LICENSEE: \_\_\_\_\_

DATE: \_\_\_\_\_

BRANTFORD PUBLIC LIBRARY

BOARD PER: \_\_\_\_\_

DATE: \_\_\_\_\_