



<b>Policy Title:</b>	<b>Meeting Room Use</b>
<b>Policy Type:</b>	<b>Public Service</b>
<b>Policy #:</b>	<b>PS 012-04</b>
<b>Policy Authority:</b>	<b>CEO</b>
<b>Effective Date:</b>	<b>July 2014</b>

## **PURPOSE**

The provision of Library meeting rooms is to allow space for civic, educational, and cultural activities. The policy and procedures outlined below are provided to ensure consistent and fair use of the space.

## **POLICY**

1. Use of meeting rooms for Library-sponsored purposes shall take precedence over other uses.
2. Meeting rooms cannot be used by external groups for:
  - a. the solicitation of business, for profit, or for fundraising
  - b. church services, Sunday school classes, or formal religious meetings
  - c. personal activities, or private social functions
  - d. political meeting, UNLESS all factions are invited or represented at the given meeting
  - e. purposes that are disruptive to the normal operations of the library
  - f. purposes that contravene the law, municipal bylaws, or Library policies.
3. The Library reserves the right to deny requests, limit the frequency of use, and/or cancel bookings.
4. The Library reserves the right to close the building in the case of inclement weather or other unforeseen emergencies. Inquiries should be made by calling the Library.
5. Exceptions to this policy and guidelines shall be made at the discretion of the Library CEO, or designate, when it is in the interests of the Library and the community.
6. Failure to comply with Library directives as outlined in these policies and guidelines may result in the cancelling or limitation of future use.

## **GUIDELINES**

### **Bookings**

1. A booking fee may be charged according to the size of the room and its facilities. There are two fee schedules; one for not-for-profit and one for other groups. Not-for-profit organizations are defined as those organizations with proof of incorporation as a not-for-profit or charitable entity; any organization nationally recognized as a service organization; or any local

group meeting for a specific not-for-profit purpose. Membership for all of these organizations must be open to the public. Individuals or groups booking space for the purpose of informational seminars will be considered not-for-profit only if the organization which they represent fulfills the requirements for not-for-profit status as above.

2. A "booking" is defined as the use of the room for any portion of time from one (1) to four (4) hours or from four (4) to eight (8) hours.
3. Permission for use of the meeting room is not transferable.
4. Any group that wishes to book a meeting room must submit an application on the Application for Meeting Room Use Form provided by the library.
5. Groups must make one contact person responsible for room bookings.
6. The contact person who signs the Application for Meeting Room Use Form agrees to indemnify and save harmless the Library and the Municipality of Clarington against any and all claims of any nature, kind and costs which may arise out of the group's use of the facilities, and upon request at the time of booking, will lodge with the Library, confirmation of liability insurance coverage in a form and an amount satisfactory to the Municipality.
7. The contact person who signs the Application For Meeting Room Use Form must have a current library card, with no suspension of library privileges noted
8. Topics for discussion and names of speakers with their affiliation must be disclosed at the time of booking.
9. The Application for Meeting Room Use Form must be submitted to the Library at least one week in advance of the requested date for use.
10. An Application will not be accepted more than 60 days in advance of the requested date.