



Carleton Place Public Library

Policy Type: **Operational**

Policy Number: **OP - 04**

Policy Title: **Meeting Room Usage Policy**

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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. When not required for Library use, the Carleton Place Public Library offers the use of Barbara Walsh room and Meeting Rooms A and B on an equitable basis regardless of the beliefs or affiliations of the individuals or groups requesting to use these rooms. Use of these rooms shall not be interpreted to constitute endorsement by the Carleton Place Public Library Board or staff of the policies and beliefs of groups or individuals.

1. The Carleton Place 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, including the Human Rights Code of Ontario;
- b) reserves the right to accept or refuse a reservation, or to cancel any booking at its discretion;
- c) will set and review rental fees.

2. General

- a) Renters agree to indemnify and "save harmless" the Carleton Place Public Library Board from any action or claim being brought against it as a result of the use of the Carleton Place Public Library facilities.
- b) The Carleton Place Public Library Board is not responsible for personal injury or damage, or for the loss or theft of clothing and equipment, of anyone attending on the invitation of the renter.
- c) Groups using the facility may not limit attendance on the basis of race, colour, religion, sex, age, sexual orientation, mental or physical disability as defined by the Constitution Act, Canadian Charter of Rights and Freedoms, 1982.
- d) Library activities shall take priority over private bookings or other usage.
- e) The user assumes responsibility for the conduct and supervision of all persons attending the event. Any person who fails to follow library policies governing safety, security and general use of the facility may be requested to leave the library premises.



- f) Persons using the room will be responsible for setup and clean up, leaving the room in the condition it was found. Any damage to the Carleton Place Public Library buildings and/or its equipment must be repaired or replaced at the user's expense.
- g) Smoking or vaping is not permitted in the Carleton Place Public Library or its meeting spaces.
- h) Food and beverages are permitted in Meeting Rooms and renters are free to arrange catering or supply their group with nut-free food and non-alcoholic beverages. All food must be prepared off site. Coffee makers, food warmers, or heating appliances are not permitted. It is the renter's responsibility to remove all catering supplies and food from the room at the end of the specified time.
- i) Users shall not use the library's name in any advertising, promotional or marketing material except to indicate the location and time of the event. Users must ensure that the contact information of the organization or of an individual is listed on promotional material as a source for further information about the event. The publicity advertising, marketing and promotion materials used by the renter for its event shall not explicitly nor by implication state that the event is either sponsored or endorsed by the Carleton Place Public Library.
- j) Renting library space for partisan events, election or campaign activities is not permitted.
- k) Religious groups may use the meeting rooms for public educational programs only. Religious services in Carleton Place Public Library are not permitted.
- l) If the meeting room is used by library staff for proctoring examinations, the student will be asked to pay a fee of \$20.00 plus postage or courier fees.

Barbara Walsh Room

1. All bookings must receive CEO (or designate) approval.
2. The Barbara Walsh room is available for private bookings when library staff are in the building, up to ten minutes before the library's closure. Committees of Carleton Place Council, employees, and/or volunteers covered by Town of Carleton Place insurance policies and doing Town business may stay past library closure.
3. The Barbara Walsh Room may not be used for private social or celebratory events. These events include, but are not limited to, wedding receptions, baby showers and birthday parties.
4. A Room Rental Request Form must be completed and payment of the rental and insurance fees (if applicable) made to secure a booking; and information about the intended use of the room, including the names and affiliations of any speakers must be provided on the form.
5. Renters are responsible for obtaining their own liability insurance for any event or naming the Corporation of the Town of Carleton Place and the Carleton Place Public Library as co-insured in the amount of two million dollars.
6. The Barbara Walsh room will rent out for a fee of \$25.00 (includes HST) per hour. The rental fee applies to the times listed on the contract- the rental booking must include any time required for room setup and takedown. Fees for this room are waived for all Carleton Place Council, employees, or volunteers or doing Town business. The minimum booking is one hour.



7. The rental fee includes the use of the inventory of chairs and tables owned by the Library for the purpose of such events. All additional requirements are the renter's responsibility.
8. Contract holders must give to the Library two (2) business days' notice in writing, before the day of the event to cancel or request a modification to their rental contract. Refunds will not be granted once the notification period has expired.
9. The Barbara Walsh Room can accept no more than 30 persons in the room at any one time.

Meeting Rooms A+B

1. These meeting rooms are available on a first-come, first served basis for groups of no more than six individuals.
2. Meeting room use is intended for small groups and tutors to minimize sound in the main library area. Preference for meeting rooms will be given to groups or individuals participating in online meetings. Individuals using these areas for quiet work or study may be asked to relocate so that groups can use the space.
3. These meeting rooms are available from the library's open up to ten minutes before the library's closure.

The Library reserves the right to deny or cancel a booking when it reasonably believes:

- a) use by an individual or group will be for a purpose that is likely to promote, or would have the effect of promoting discrimination, contempt or hatred for any group or person on the basis of race, ethnic origin, place of origin, citizenship, colour, ancestry, language, creed (religion), age, sex, gender identity, gender expression, marital status, family status, sexual orientation, disability, political affiliation, membership in a union or staff association, receipt of public assistance, level of literacy or any other similar factor;
- b) use by an individual or group will be for a purpose or action that is contrary to the law or any of the Library's policies or Safe Use Code, including violent, threatening, abusive, harassing, disruptive or intrusive language or conduct;
- c) there is a misrepresentation, a likelihood of physical hazard to participants or audiences or a misuse of premises or equipment. Past misuse or non-payment of fees is sufficient grounds for denial of an application.
- d) use by individuals, clubs, groups and organizations is intended to establish the Library as a permanent location for their activities, including establishing offices in Library meeting rooms;
- e) use will include gaming or games of chance, including bingo and lotteries.