

## MEETING ROOMS

### PURPOSE

In keeping with its vision, mission, and service plans, the Lethbridge Public Library provides meeting room space.

### PERSONS AFFECTED

Public/Employees

### POLICY STATEMENT

The Lethbridge Public Library will provide meeting room space for library public programs and events, partnered programs, other library business, and public rental use. Use of library facilities are provided to all public as long as the public respects, and operates within the Bylaws of the Lethbridge Public Library, Code of Conduct, and other applicable Library guidelines.

### PROCEDURES

The following guidelines for use of the Library's meeting rooms apply:

- a) Meeting rooms shall be first provided for library and library-related programs and meetings. After these needs have been met, meeting room facilities are available to individuals, groups, and organizations in accordance with this policy as established by the Library Board.
- b) Library staff may book meeting rooms in advance for library and library-related business. Thereafter, all meeting room bookings shall be on a first come, first served basis.
- c) The Library may deny applications for use based on the availability of space, frequency of use, or requests for space by other individuals, groups, or organizations.
- d) The intended use of the meeting room is to be appropriate for a public library.
- e) Where applicable, meeting room use shall not extend more than one and one-half (1½) hours before or after the Library's normal public hours of operation. Meeting Room users shall be charged the appropriate fees associated with these extended hours.
- f) Three (3) hour bookings for any event should include sufficient time for room set-up and clean-up after the event is finished. If additional time is required to meet these conditions, the applicant should book an additional three-hour time slot when making the original booking. A one-half (½) hour grace period at the end of the time slot will be given before the additional 3 hour time slot rate is levied in the event sufficient time was not booked.

- g) The Library shall not take responsibility for items or materials the user brings into the library for purposes of the meeting. The Library cannot store these materials on its premises and the meeting room user should remove these items immediately after the event.
- h) Use of the meeting rooms by any individual, group or organization does not constitute an endorsement by the Library Board of the group's policies or beliefs. The Library will not knowingly permit an individual, group, or organization to use its facilities in contravention of the Criminal Code of Canada.
- i) Activities held in the meeting rooms that may interfere with the normal business of the Library shall not be permitted without the express approval of the CEO. Approval may result in the meeting room user incurring additional charges related to reducing the interference.
- j) Personal information required to complete a *Meeting Room Use Application/Rental Agreement* form is collected in keeping with the Alberta Freedom of Information and Privacy Act and will only be utilized to facilitate the daily activities of the Library in this regard. Questions about the collection of this information should be directed to the CEO, Lethbridge Public Library 810 – 5<sup>th</sup> Ave S. Lethbridge, AB T1J 4C4 (403) 380-7340.

#### **Alcohol & Smoking in Meeting Rooms**

Alcohol consumption within the Library is not permitted without the prior permission of the CEO. Smoking is not permitted in any Lethbridge Public Library facility – or on library property as per Library bylaws, except where designated by CEO.

#### **Publicity and Signage**

All publicity and signage related to the use of the Library's meeting rooms by an individual, group, or organization must be professional in appearance, and signage or publicity shall not give the impression that the event held in the said meeting room is a library or library-related or endorsed event.

#### **Meeting Room Rental Fees & Services**

- (a) Meeting rooms are available for rent at the rates set in the Bylaws of the Lethbridge Public Library. Rates are based on the meeting room rented and the associated services requested by the user when applying for use of the room. Rental rates and associated service rates are listed in the Library Bylaws.
- (b) Cancellation of room rental must be reported to the Library five (5) days in advance to allow rooms to be freed up for other users. Cancellation notice of less than five (5) days shall result in a 100% charge of the room rental rates and services booked. Changes to room bookings within five (5) days of the date of the room use may result in an additional fee being levied.
- (c) Damages to Library property as a result of renting of room shall be assessed at replacement value and these costs shall be levied to the individual, group or organization renting the room.

(d) Meeting room applications are accepted from individuals making bookings on behalf of a group or organization. The Library accepts no responsibility for unauthorized individuals making such bookings, and charges will be levied to the group/organization listed on the Meeting Room Use Application/Rental Agreement.

### **Loss of Rental Privileges**

Failure to follow this policy, the rules and regulations of the Lethbridge Public Library Board, or the terms and conditions described in the Meeting Room Use Application/Rental Agreement after one written warning, will result in the cancellation of future room use privileges.

### **Responsibility of Meeting Room Applicants**

All individuals, groups or organizations using the designated meeting rooms will complete and sign a Meeting Room Use Application/Rental Agreement form which outlines applicant responsibilities.

- Adhering to the stipulations in this policy and accompanying guidelines and procedures.
- Designating a contact person related to the said meeting room rental.
- Leaving the meeting room in the order it was found, unless otherwise directed by the Library.
- All damages incurred in the meeting room during the rental period due to the event held.
- Additional janitorial clean up required in returning the room to the state it was in prior to rental.
- Catering, associated dishes, utensils, and clean-up not provided for elsewhere in the Library's roster of Meeting Room Services.
- Providing general office supplies such as masking/scotch tape, scissors, markers, extension cords, flip chart paper, overhead slides, etc.
- Fees for extended hours (before and after Library hours) where applicable.
- The Lethbridge Public Library requires renters to have commercial general liability insurance.
  - If the user group has this insurance in place, the group may be asked to provide a copy of the certificate of insurance. If they do not have this insurance, they must discuss insurance with the Coordinator: Communications.
- Post-dated cheques are not accepted by the Lethbridge Public Library as payment for an event.
- Personal property is solely the responsibility of those attending the function. The Lethbridge Public Library and the City of Lethbridge shall not be liable for loss or damage to the property of others while such property is in or on City property. A "Lost and Found" is kept at the Library. If anything is lost please contact the Library after the event and we will check for it.
- Replacement of lost or damaged equipment belonging to the Lethbridge Public Library will be added to the rental bill at full replacement cost.
- Equipment belonging to the Lethbridge Public Library is not to be removed from the premises.
- Internet service is available through open public internet.
- The Lethbridge Public Library is a smoke-free building.
- The Lethbridge Public Library reserves the right to refuse a booking.

### **REFERENCES**

- Lethbridge Public Library Bylaws

- Alberta Freedom of Information and Privacy Act
- Meeting Room Use Application/Rental Agreement

**REVISION HISTORY**

- February 27, 2015: New policy to mirror the spirit and intent of the City of Lethbridge policy
- December 5, 2017: Revised to reflect current library practice