

Policy Name:	Meeting Rooms
Policy Type:	Operational
Policy Number:	OP-08
Original Adoption Date:	September 2012
Current Approval:	September 2024
Review:	May 2027
Motion:	2024:39

Meeting Rooms

1. Purpose

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. In response to community needs and to support community-focused activities, Orillia Public Library may optimize the use of its spaces by scheduling its meeting rooms for community use.

The Library provides a valuable forum for the expression of diverse ideas and opinions. Granting use of a meeting room does not imply endorsement by the Library of the activities, policies, or beliefs of groups or individuals.

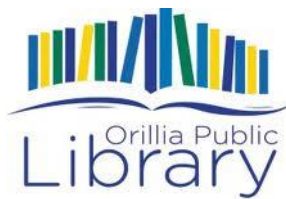
2. Policy

This policy sets out the guiding principles by which the public may have fair and equitable access to the use of meeting rooms and to provide spaces where all communities are safe and welcome.

3. Procedure

Section 1 – Room Bookings Will be Guided by the Following:

- a. Library programs and services, meetings, and events have first priority for scheduling, after which other requests are considered on a first-come, first-served basis.
- b. Any municipal or contracting community resident, group, or business may request to schedule a meeting room.
- c. Meeting room reservations must not interfere with regular library operations.

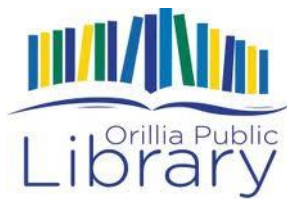


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- d. Private social or celebratory events, such as baby showers, wedding receptions, and parties, cannot be accommodated in library meeting rooms.
- e. A Room Rental Application and Agreement Form must be completed and payment of any rental fee made in order to secure the booking.
- f. The rental fee will be returned if the booking is cancelled by the individual, group or business five (5) or more days prior to the event.
- g. The rental fee will be returned if the booking is cancelled by the Library prior to the event.
- h. Room rentals are limited to the open hours of the Library. The booking must end 15 minutes prior to the Library's closing time unless otherwise arranged at the time of booking. No rentals may occur on Sundays.
- i. Approval from the CEO or designate is required in order to sell goods and services.
- j. The Library will not knowingly permit any individual or group in contravention of the ***Criminal Code of Canada*** to make a meeting room booking.
- k. The Library will not knowingly permit any individual or group to book the rooms 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.

Section 2 – Room Use Will be Guided by the Following:

- a. Use of the room shall be subject to the supervision of Library staff.



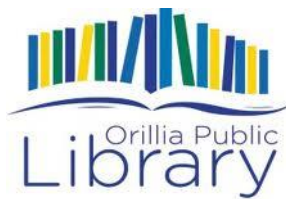
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- b. All activities in the room must abide by the Library’s Code of Conduct.
- c. Any damages to the meeting room, furnishings or equipment will be paid by the renter. The cost will be determined by the CEO in consultation with the Building Manager.
- d. Set up, take down and clean-up is the responsibility of the renter. Those using the room are responsible for leaving the room as they found it.
- e. Posting of any materials on the walls or other surfaces requires prior approval.
- f. All organizations or persons using a Meeting Room must agree to abide by all terms and conditions as outlined in the Room Rental Agreement (Appendix D).
- g. Use of a library space constitutes an agreement to abide by all terms and conditions regardless of whether the organization or person signs a copy of the Room Rental Agreement.
- h. All users will agree to hold the Library harmless for any loss, damage, liability, costs, and/or expenses that may arise during, or to be caused in any way by such use of the Library facility.

Section 3 - The CEO May Waive all or Partial Rental Fees in the Following

Situations:

- a. The renting organization is a registered non-profit organization providing benefit to the local community.
- b. The Library has entered into a partnership with the renting organization or is co-sponsoring a program with the organization.
- c. The use for which the meeting room is being rented is compatible with the Library’s mission.
- d. No admission fee will be charged by the renting organization.



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Section 4 – Refusing a Rental Request or Cancelling a Booking

- a. The CEO or designate authorizes the use of meeting rooms. The Library reserves the right to accept or refuse a room rental request, or to cancel a booking.

Reasons for doing so could include but not be limited to:

- i. The Library requires the use of the room for Library programs/services.
 - ii. The renter’s use of the room contravenes municipal, provincial or federal legislation.
 - iii. The renter has misrepresented its aims or intentions with regard to the use of the room.
 - iv. There is the likelihood of physical danger to participants or misuse of the Library property or equipment.
 - v. The renter has failed to comply with the terms and conditions of previous Room Rental Agreements.
- b. Library staff maintain the meeting room schedule and will make every effort to notify scheduled users of any changes to availability or bookings. To ensure equitable access, the Library reserves the right to limit the number of room bookings any individual or group may have at any one time. The Library will review rental fees and charges annually.

Related Documents

- Appendix D: Orillia Public Library Room Rental Terms and Conditions Agreement
- [*Criminal Code of Canada, 1982*](#)
- Orillia Public Library: Code of Conduct