

Policy Number	5.4
Title	Meeting Room Policy
Section	5: Services
Effective Date	April 27, 1997
Review Date	<u>December 1, 2019</u>



In keeping with the Library as a centerpiece in the community, the meeting rooms serve to accommodate as broad a section of the community as possible. The goal is to maintain a high level of usage in a financially self-sustaining manner.

Users might include:

Tier 1 – Commercial

Tier 2 – Community

The coordinator of the Library meeting room facilities is responsible to implement and supervise rental bookings, invoicing, set-up and maintenance of the rooms in accordance with Board policies.

All room rentals will fall under this policy.

Bookings

The Chief Executive Officer (CEO), or designate, will have the discretion to alter the fees, and to accept or refuse bookings on a one time only basis.

While Library sponsored events will not be subject to rental fees, they must be booked in advance. All groups that are not charged for the use of the Library's meeting room space must set up and clean up the space and reimburse the Library for any costs associated with staffing.

Terms and Conditions

As the Library is a central meeting place in the community, the meeting rooms serve to accommodate gatherings of people from a broad cross-section of the community. The goal is to maintain a high level of usage in a financially self-sustaining manner and provide space for groups/individuals so that they may achieve their own goals and objectives. Nonetheless, rooms may not be available to groups/individuals that promote ideology, or who have goals, that directly oppose or are in conflict with those of the Cobourg Public Library Board; or, to groups/individuals presenting beliefs that are socially unacceptable, or who have agendas which are not in accordance with the safe operation of the Cobourg Public Library.

Facilities

The Rotary Room is an open area of approximately 1,400 square feet and is divisible via a retractable partition.

The full room can accommodate up to 80 people, depending on seating arrangements and other furniture requirements. Capacity will be determined by the Administrative Coordinator based solely upon the set up of furniture and equipment in the room.

The Rotary Room and Cobourg Public Library facilities are fully accessible, and accommodations are available as required.

Chairs (80) and tables (20) are available for your use. Costs of the rental of additional tables and chairs are the responsibility of the renter.

Audio Visual Equipment available for use includes:

Ceiling mounted projector and pull-down screen with VGA and HDMI connections available.

Sound system

Blu-Ray player

Two wireless microphones

Whiteboard

Additional equipment may be available for use: please request in advance.

All equipment must be left in the same condition as it was found.

Library staff are able to assist with the use of Library owned equipment. This includes the projector, blu-ray player, microphone and other audio-visual equipment. Staff are not able to troubleshoot equipment issues, particularly those with client equipment.

A small kitchenette with fridge, microwave, and coffee urns are available upon request

Food and beverages may be catered or supplied by the renter.

Alcoholic beverages are not permitted.

All events must be completed, and the meeting room vacated, prior to the closing of the Library, unless previously arranged with the meeting room co-ordinator. Events must always be completed and the meeting room vacated as per the agreement with the meeting room co-ordinator.

Decorations may only be used in the room with prior approval from the Meeting Room Coordinator. No items may be hung from the ceiling. Only pre-approved materials may be used on the walls. All decorations must be removed at the end of the booking.

No smoking, vaping, lighting of candles, or burning of any other materials is permitted in the Library or its meeting rooms.

Other Terms

All meetings must be conducted in accordance with all of the policies of the Cobourg Public Library, including the *Behaviour Policy* and *Solicitation Policy*.

All federal, provincial and municipal laws, by-laws and fire regulations are to be observed by all renters at all times.

Use of the facilities will be denied if there is a likelihood of physical danger to people, premises, or equipment; if there has been a misrepresentation of the group's aims; if a group has previously misused facilities or has

not paid the required fee; if the proposed activity/event is against the law, (e.g. Games of Chance/Crown and Anchor Wheel); or if the activity will negatively impact Library operations.

Organizations must clearly indicate their names and provide contact information, in their advertising, for meetings being held on Library premises.

The Cobourg Public Library will assume no responsibility for damages or expenditures on behalf of the Agreement holder through mechanical failures, or any circumstances beyond the Library's control, resulting in cancellation of the event

Groups or individuals booking the meeting rooms are responsible for any charges resulting from furniture, building or equipment damage or loss.

The Library does not assume responsibility for personal injury or damage, or for lost or stolen articles belonging to any group or individual using the meeting rooms or attending a program or meeting.

The Library will not store items or materials for users in advance. All items, including catering, associated dishes, and utensils should be removed immediately after the event.

Library personnel must be permitted access to the meeting rooms at any time during the meeting.

Permission to use meeting facilities does not imply endorsement by the Library of the aims, policies, or activities of any group.

The Library does not provide advertising for meetings or programs unless the Library is a co-sponsor. Where the Library is not a co-sponsor, groups using the Meeting Rooms must not imply in any way in their advertising or publicity that the Library Board endorses the group's meeting, aims, policies, or activities. The Library should appear only as the location of the meeting.

Exhibitions: the Cobourg Public Library will not become involved in any sales pertaining to exhibits. Exhibitors are responsible for the setting up and removal of their displays and assume all insurance coverage.

Room bookings will not be considered confirmed until all parties are in possession of the contract signed by both the client, and a Cobourg Public Library representative.

The Cobourg Public Library Board reserves the right to accept or refuse a reservation, or cancel any booking at their discretion.

It is the sole responsibility of the applicant to ensure that all conditions are met.

Approved: December 1, 2019

CEO: _____

Schedule A – Fee Schedule for Cobourg Public Library Meeting Rooms

Fees & Finances

	One Time Period (up to four hours)	Two Time Periods (in excess of four hours)
Community Booking (non-profit organization or private event)	\$70.00	\$100.00
Commercial Booking	\$140.00	\$200.00
Security Fee	\$18.00 per hour outside of Library hours	

A building security fee of \$18.00 per hour (\$18.00 minimum) is applicable for out-of-hours coverage for meetings scheduled to start before or end after the following hours of coverage:

9:00 AM – 8:00 PM Monday
 9:00 AM – 8:00 PM Tuesday
 9:00 AM – 8:00 PM Wednesday
 9:00 AM – 5:00 PM Thursday
 9:00 AM – 5:00 PM Friday
 9:30 AM – 5:00 PM Saturday
 12:30 PM – 5:00 PM Sunday

The room is not available on days when the Library is closed. This includes, but is not limited to holidays, as well as Sundays during the months of July & August.

An administration fee (\$50) will be charged when bookings are cancelled within two weeks of the booked date

The room must be left in the same condition as it was found. If after your event, the meeting room is in need of extra cleaning, or repair, there will be an additional charge. This will be charged at the sole discretion of the Cobourg Public Library. The Cobourg Public Library reserves the right to withdraw future rental privileges.