

Pembroke Public Library



Policy Type:	Operational	Policy Number:	OP-08
Policy Title:	Meeting Rooms	Initial Policy Approval Date:	April 19, 2018
Motion #	23:19	Last Review/Revision Date:	June 15, 2023
		Year Of Next Review:	2027

Pembroke Public Library meeting room brings together the resources of the Library and the activities of the community for educational, cultural, civic, recreational and charitable purposes. The Library provides a forum for the expression of diverse ideas and opinions however, use of the meeting room shall not be interpreted to constitute endorsement by the Pembroke Public Library Board of the policies and beliefs of groups or individuals.

1. The Pembroke 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
 - 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. The Chief Executive Officer (CEO) authorizes the use of the rooms
3. Staff maintain the schedule and will make every effort to notify scheduled users of the unavailability of the meeting room in case of emergencies.
4. Room bookings will be guided by the following:
 - a. Library programs and services, meetings, and events have first priority for scheduling, after which other applications are considered on a first-come, first-served basis
 - b. any municipal resident, group or business, may request to schedule a meeting room
 - c. meetings which disturb regular Library functions, may not be scheduled
 - d. fees may apply based on intended use of the meeting room

Meeting Rooms (Continued)

- e. a request for Meeting Room form. A *PPL - OPE - FOR - 01* must be completed and payment of the rental fee made to secure the booking. Information about the intended use of the room, including the names and affiliations of any speakers must be provided on the form.
 - f. the rental fee will be returned if the booking is cancelled by the individual, group or business 5 or more days prior to the event
 - g. the rental fee will be returned if the booking cancelled by the Library prior to the event
 - h. approval from the CEO is required at the time of booking to conduct for-profit or business activities
 - i. The Library will not knowingly permit any individual or group in contravention of the Criminal Code to make a meeting room booking
5. Room use will be guided by the following:
- a. use of the room shall be subject to the supervision of the employees of the Board
 - b. damages to the meeting room, furnishings and equipment will be paid by the applicant
 - c. set up, take down and clean-up will be the responsibility of client
 - d. use of materials or decorations on the walls requires prior approval
 - e. non-alcoholic refreshments and food may be served in the meeting room with prior concurrence of CEO
 - f. the maximum occupancy of the meeting room shall be obeyed
 - g. 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