

Brighton Public Library

Policy Type: **Operational**

Policy Title: **Meeting Rooms**

Policy Number: **OP-20**

Policy Approval Date: **May 23, 2018**

Date of Next Review: **October 2024 (or as needed)**

Board Chair: 

E. ROWLEY VICE CHAIR

Date: March 23/22

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 Brighton Public Library offers the use of the multipurpose room on an equitable basis regardless of the beliefs or affiliations of the individuals or groups requesting to use the multipurpose room. Use of the multipurpose room shall not be interpreted to constitute endorsement by the Brighton Public Library Board or staff of the policies and beliefs of groups or individuals.

1. The Brighton 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. The CEO or designate maintains 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 criteria:
 - a) Library programs, 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 a scheduled meeting room reservation.
 - c) Meetings which disturb regular Library functions may not be scheduled.
 - d) A **Request for Meeting Room Form** must be completed and payment of the rental fee made to secure the booking; and information about the intended use of the room, including the names and affiliations of any speakers must be provided on the form.
 - e) Payment will be accepted in the form of cash or cheque made out to the Brighton Public Library Board.
 - f) The rental fee will be returned if the booking is cancelled.
 - g) Approval from the CEO is required, at the time of booking, to sell goods and services.
5. Room use will be guided by the following:
 - a) Use of the room shall be subject to the supervision of Library staff.
 - b) Damage to the meeting room, furnishings or equipment will be paid for by the renter.
 - c) The rental fee applies to the times listed on the contract and 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.
 - d) Set up, take down and clean-up is the renter's responsibility. All decorations must be freestanding and nothing may be attached to any walls, doors or ceiling, unless otherwise approved by the Library CEO. The renter is required to leave the multipurpose room in the same condition it was in prior to use. It is understood by the renter that returning objects and

Brighton Public Library

furniture to their original places, cleaning spills or soiled surfaces and ensuring all garbage and recycling are placed in the appropriate receptacles are part of returning the multipurpose room to its original state.

- e) Non-alcoholic refreshments and food may be served in the meeting room.
- f) The maximum occupancy of the meeting room shall be obeyed.
- g) Users are responsible for obtaining their own liability insurance for any event or use identified as involving inherent risk as determined by the Library CEO naming the Corporation of the Municipality of Brighton as co-insured in the amount of two million dollars.
- h) All users will agree to hold the Library blameless for any loss, damage, liability, costs, or expenses that may arise during, or are caused in any way by, their use of the Library facility.
- i) Unless approved in advance, in writing, by the Library's CEO, the use of the Library logo on any publicity or marketing materials is not permitted. Any advertisement, publicity or media of any kind must not imply endorsement by the Library of the content of the program or event in any way.
- j) After-hours booking for non-Library events is not available at this time.

Fee Schedule:

Group	Minimum 2-hour booking	Each additional hour
For-Profit, Personal/Private Function, Business or Government Organization	\$25	\$10
Not for Profit	\$0	\$0

Related Documents:

- o Appendix A: Request for Meeting Room Form

Review History:

- o Policy Approval Date: May 23, 2018
- o Policy Review Date: March 27, 2019
- o Policy Review Date: May 27, 2020
- o Policy Review Date: Jan. 27, 2021
- o Policy Review Date: April 28, 2021
- o Policy Review Date: October 27, 2021
- o Policy Review Date: February 23, 2022 (delete 5. k) a. re: proof of vaccination)
- o Policy Review Date: March 23, 2022
 - delete 5. k) and Related Document items re: pandemic restrictions (revoked)
 - update Appendix A – Request for Meeting Room Form re: current hours

Brighton Public Library

Appendix A – Request for Meeting Room Form

Brighton Public Library
35 Alice St.
P.O. Box 129
Brighton ON
K0K 1H0
Phone: 613-475-2511



Request for Meeting Room Form

Today's Date: _____

Name of Group:

Name of Individual Accepting Responsibility on behalf of the Group:

Address:

Telephone Number:

E-mail:

Date Required:

Time Requested (including setup and takedown):

Purpose of Use:

Brighton Public Library

Current operational hours:

- Monday, Wednesday, Friday: 10:00 a.m. to 6:00 p.m.
- Tuesday, Thursday: 10:00 a.m. to 8:00 p.m.
- Saturday: 10:00 a.m. to 4:00 p.m.
- (closed Sunday)

Fee Schedule:

Group	Minimum 2-hour booking	Each additional hour
For-Profit, Personal/Private Function, Business or Government Organization	\$25	\$10
Not for Profit	\$0	\$0

Total Cost of the Rental (to be filled in by CEO or designate) :

By signing this contract it is understood and agreed between the user and the Brighton Public Library Board that the user has read the Meeting Rooms policy and will follow the conditions therein:

Signature of Person Accepting Responsibility

Date

Signature of Library CEO or designate

Date