

Policy Type: Facilities
Policy Title: **Meeting and Study Rooms**

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The purpose of the Board is to make the facilities of the Library available to the community to the fullest possible extent, consistent with the Library's Mission Statement:

Haldimand County Public Library provides high-quality, responsive library services and programs that enhance the cultural, educational, social and economic vitality of the community.

The Library Board authorizes the management team as its designates in matters pertaining to the use and rental of the meeting room.

In permitting the applicant use of the meeting room facilities, the Library Board does not necessarily endorse the philosophies of any applicant or the purpose for which the room is being used. In addition to the regular rules respecting Library use, however, the Board prohibits the use of its meeting rooms for any purpose which would contravene any statute or government regulation, including but not limited to federal, provincial and municipal laws, by-laws and fire regulations.

The Library's meeting rooms are available for rent by individuals, community groups, private parties and commercial enterprises. Separate fee schedules have been established for non-profit, private party, and commercial organizations. Please refer to the *Rental Fees Form*, Appendix 1. A meeting is considered to have a commercial purpose if (1) any charges or fees are required in order to attend the meeting; (2) goods or services are sold or offered for sale at the meeting; (3) the meeting promotes a commercial enterprise.

Rental fees may be waived in whole or in part at the discretion of a member of the Library Management Team for events jointly sponsored by the Library and its partners, or for groups whose mission and goals closely reflect those of the Library. These may include, but are not limited to, literacy, literary, arts and culture groups, as well as discussion forums on community issues. There is no charge for use of meeting rooms by the Friends of the Library, Haldimand County, or Library associations.

REGULATIONS

General

- Reservations for the use of the meeting room must be made by an adult (18 years of age or older) representative. An adult supervisor must be in attendance at all times.
- The applicant assumes full responsibility for the proper supervision and conduct of any activities, and for any claims arising out of the improper supervision or conduct of activities. The applicant agrees to indemnify and save harmless the Board from all claims arising therefrom.
- The applicant agrees to accept full responsibility for any damage to the library building and equipment occurring during the occupancy, and further agrees to compensate the Board, in full, for any such damages.
- The Haldimand County Public Library Board is not responsible for personal injury or damage, or for the loss or theft of clothing, equipment, or personal property of anyone attending on the invitation of the applicant. This disclaimer also applies to the use of the parking lot.
- It is the applicant's responsibility to inform all attendees at the meeting of emergency evacuation procedures as posted in the meeting room. Copies of this posting are available on request.
- Notification of room booking cancellation must be received by the Library a minimum of two hours prior to the commencement of the scheduled booking. Notification may be made by telephone, mail, or email. Failure by the renter to utilize the meeting room as booked without prior notification does not waive rental fees.
- Rental fees must be paid, in full, prior to use of the meeting room. Payment immediately preceding the booking will be accepted.
- The library is a smoke-free environment. NO SMOKING is strictly enforced.
- Federal, provincial and municipal laws, by-laws and fire regulations must be observed at all times.
- The maximum occupancy of the meeting room shall not be exceeded.
- The use of candles or open flames is not permitted.
- Accidents must be reported immediately to staff.

- All organizations must clearly specify their official name, and provide a contact number, in all promotional materials for meetings at the library. Advertising must not give the impression that an event is sponsored by the Library, and must be approved by a member of the management team. No signs or decorations may be attached or posted within or without the premises without prior arrangement with a member of the management team.
- Use of any equipment and/or facilities must be requested at the time of application. Kitchen use, where available, is restricted to the serving of non-alcoholic beverages and light refreshments. No dishes or utensils are provided.
- When meetings are open to the public, applicants must follow Public Health guidelines regarding food service. (Please refer to Guidelines sheet attached to Meeting Room application form).
- The Board determines all charges and reserves the right to refuse or cancel any booking at its discretion. The Board will not accept any claims for compensation from the applicant for such refusal or cancellation. The Library Board, or its designate, reserves the right to cancel any meeting room booking without notice upon breach of any conditions or regulations associated with the rental of the said facility, or should the Library Board, or its designate, be of the opinion that the premises are not to be or are not being used for the purpose contained in the room booking application.
- The Library will not house the property of groups renting the meeting rooms. Any material left in the meeting room must be picked up within 24 hours or the Board may dispose of the items at its discretion.

Tutoring/Exam Proctoring

- Tutors and proctors who charge a fee for their services are asked to observe the Library's policy prohibiting any person from conducting private/commercial business anywhere in the Library, with the exception of designated meeting room spaces. Private party fees will apply to tutors and proctors who charge students for their services.

In response to a specific request from the Grand Erie District School Board, teachers who are meeting with students on suspension will not be charged for use of the meeting room.

- Meeting room space can be made available for independent not-for-profit tutoring or exam proctoring services. For tutors and proctors using the room for free, sessions are limited to two hours and a maximum of one session per week per tutor/proctor. For tutors and proctors using the room for free, space is provided subject only to availability. All planned and unplanned library events, and fee-paying clients take precedence over free bookings for tutoring/proctoring services. Not-for-profit tutors

and proctors will be asked to sign an agreement form for use of the meeting room.

- Tutors are responsible for the behavior of the student during the session. The Library's Patron Responsibility policy applies.
- The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors/proctors who use the Library's space. Tutors/proctors may not post, publish or distribute advertisements or letters indicating the library as their place of business or otherwise imply library sponsorship for their activities.

Art and other Exhibitions in the Meeting Rooms

- Artists and craftspeople and exhibitors are responsible for the installation and removal of their displays.
- Exhibitors will be held responsible for any damage caused by the display of their exhibits.
- Exhibitors will assume all insurance coverage and supply any necessary supervision for their exhibits.
- Display materials left in the meeting rooms must be picked up within 24 hours of the conclusion of the display period or the Board may dispose of the items at its discretion.
- There will be no flat rate fee, but 20% of any sale(s) will be paid to the Library Board.

Selling on Premises

- Sales in any space within or any part of the property of the Caledonia, Jarvis, Hagersville and Selkirk library branches are not permitted; sales in any space within or on any part of the property of the Dunnville and Cayuga library branch are permitted, provided use of that space has been granted by the Library Board and/or Library management.
- There will be no flat rate fee, but 20% of any sale(s) will be paid to the Library Board. The 20% fee paid to the Library Board on any sales will be waived if the material, work or service sold is exhibited upon express invitation from the Library Board or Library management and is exhibited in conjunction with an event or program that is consistent with the Library's missions and goals.
- The Haldimand County Public Library Board prohibits any person from conducting private/commercial business anywhere in the Library, with the exception of designated meeting room spaces at the Dunnville and Cayuga Branches, in accordance with municipal zoning by-laws. Library facilities, outside of the meeting rooms, shall not be used for personal profit, solicitation of clients, advertising of services or products, or

meetings of a confidential nature.

When permission for tickets or articles to be sold in the Library is requested, the following guidelines shall apply:

- The Library shall provide space for set up that does not impinge on service or present a hazard to staff, public or visitors.
- The participating organizations shall provide staffing for all hours of operation.
- All necessary equipment and supplies shall be provided by the participating organization.
- Set-up and take-down shall be undertaken by the participating organization.

Rules for the Use of Haldimand County Public Library Study Rooms

- A booking is required to use a study room. Bookings can be made at the circulation / service desk;
- Study rooms may be booked in one hour blocks with a maximum of two hours per day per person and during library opening hours only;
- Users must observe library policies and leave the room in good order;
- A maximum of three (3) people may occupy the room at one time;
- Study rooms are intended for quiet discussion only; users must maintain a study/work environment that does not disturb others in the library;
- Persons booking a study room are responsible for the cost of repair for any damage to the room that occurs during the period of use or the replacement of any equipment lost or stolen;
- Laptops and other personal items should not be left unattended in the study rooms; the library is not responsible for loss of or damage to items left unattended in the rooms. Library staff reserve the right to remove unattended belongings from the study rooms;
- Garbage is to be disposed of in supplied recycle and waste containers;
- Lights must be left on while a room is in use;
- Patrons may not block, barricade or otherwise prevent a study room door from being opened;
- The Library reserves the right to remove or ban individuals from the study rooms and/or library premises in general when rules of use are not followed.

These regulations are subject to review by the Library Board at any time.