Policy Type: **Policy**

Policy Number: P - 06

Policy Title: **Meeting Room**

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**SEVERN TOWNSHIP PUBLIC LIBRARY**

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. 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 Severn Township Public Library Board of the policies and beliefs of groups or individuals.

1. The Severn Township 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. Staff maintain the schedule and will make every effort to notify scheduled users of the unavailability of the meeting room in case of emergencies.
3. 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) a "Request for Meeting Room" form 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.
   e) 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
   f) approval from the CEO is required at the time of booking to sell goods and services
4. 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) applicant will leave the room in the shape it was in before use
   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
   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