
4.3 Meeting Room Use

Purpose

The Grande Prairie Public Library maintains and welcomes public use of its meeting rooms to facilitate and enable:

- Provision of programs and services to the public.
- Partnerships with community agencies and organizations to provide programming and activities complementary to the Library's goals and objectives
- Affordable meeting space for use by non-profit and profit organizations.

Who may rent

The Library Board will not knowingly permit any individual or group to use its facilities for any illegal purpose, including contravention of the Criminal Code of Canada, Canadian Charter of Rights and Freedoms, or if the Board has reason to fear a disturbance of the public peace.

No renting organization may display, show or perform any material not appropriately licensed or which is in contravention of the Canadian Copyright Act.

The Library meeting room cannot be rented by a business as their primary operating space. Persons renting meeting space must be at least 18 years of age.

No special privileges are extended to organizations to which staff members belong.

Meeting rooms are not to be used for private social functions, including but not limited to birthday parties, private anniversaries or funeral services.

Charges

Fees for room rental are set out in Schedule A.

Any renter charging for admission or advertising admission by donation shall be subject to for-profit rates detailed in Schedule A.

There is no charge for the use of meeting rooms by groups presenting programs in which the library is a sponsor or cooperating agency.

Piano

A renter may make arrangements to use the Library's grand piano for an additional charge of \$5.00 per hour.

Moving the piano in and out of the storage room must be done under the supervision of a library staff member.

Reservations / cancellations

All outside agencies or individuals must complete the Room Rental contract as part of the room reservation process.

Bookings must be received a minimum of 24 hours prior to the use of the room.

Bookings are considered confirmed once the renter has received a confirmation email or a copy of the rental contract if the booking is done in-person.

The Library reserves the right to cancel bookings with two weeks notice if needed for library programming. All efforts will be made to avoid cancellation.

Cancellations must be received by the Library at least one week in advance of the booking date. The Library reserves the right to apply full charges to renters who provide less notice.

The Library Board and/or staff reserve the right to reject a reservation request if the anticipated meeting is likely to be unreasonably disruptive to regular library functions, too large for the applicable room capacity, disorderly, dangerous to person or property, or in any other way inconsistent with or in contravention of any of the terms and conditions of this policy. In determining whether such a likelihood exists, the Board and/or staff may take into consideration the contents of the application form, the history of the group's meeting room use in the library, the history of the group's use of meeting facilities elsewhere, and such other information as they may deem appropriate.

Library meeting rooms are normally scheduled for booking during regular library operating hours. If scheduling and coordination are possible, bookings outside regular hours may be accommodated.

Set-up and take-down time must be included in the requested booking time.

Charges for room rental will be for time booked; no refunds will be given for time not used by the renter.

Advertising / Endorsements

Permission to use the meeting rooms does not constitute endorsement or sponsorship of any program or event by the library.

Groups must clearly specify their own names in all publicity and may identify the Library and its address only as the location of the event. Renters may not give out the library's telephone number or invite potential attendees to contact the library for information on the event or program.

No other areas of the Library may be used for promotion or advertising.

Food and Beverages

The Montrose Cultural Centre coffee house operator has the right of first refusal with respect to groups who plan to have their meeting or event catered. Self-catered events by non-profit groups are permitted if the food products used are only for consumption during the event. Beverages must be obtained from the Montrose Cultural Centre coffee house operator.

Alcohol is not permitted.

Damage

Programs or meetings may not disturb the use of the Library by other customers.

The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the facilities. This responsibility includes any damages to the grand piano and its cover.

Permission to use Library meeting rooms may be withheld from groups failing to comply with the Meeting Room Use Policy and from any group that damages the room, carpet, equipment or furniture, or causes a disturbance.

The Library staff are not responsible for the supervision of children while adults are attending meetings. A copy of the Library's *Unattended Children Policy* may be obtained from the Library.

Storage / supplies

The Library cannot be responsible for items left behind in the rooms.

Equipment, supplies, or personal effects cannot be stored or left in the Library meeting room before or after use. In the case of a two-day rental, and if there are no other bookings during this time frame, the Library Director may give consent for materials to be left in the meeting room overnight. The Library however, is not responsible for these items.

Nothing may be attached to any surface of the room.

Other

Lighted candles or flames, because of fire hazard, are not to be used.

SCHEDULE A

Room	Not for Profit Organizations	Profit Organizations	Capacity
Study Space	No charge	No charge	4
Rotary Training Room	\$15.00 per hour	\$35.00 per hour	18
Rotary Community Room	\$15.00 per hour	\$35.00 per hour	100 (auditorium) 48 (classroom)

All room rental fees do not include GST.