
4.3 Meeting Room Use

Purpose

The Grande Prairie Public Library allows public use of its meeting rooms to 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 community members.

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.

Charges

GPPL will update rental fees on an annual basis.

There is no charge for the use of meeting rooms by groups presenting programs in which GPPL is a partner.

Reservations / cancellations

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

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 use GPPL's logo, 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 (MCC) coffee house operator has the right of first refusal with respect to groups who plan to have their meeting or event catered.

Alcohol may be permitted with prior approval by Director for special, licensed, events.

Damage

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 *Supervision of Vulnerable Library Users* Policy may be obtained from the Library.