



# Dryden Public Library Board

## POLICY

<b>SECTION: OPERATIONAL</b>		<b>NO: OP-14</b>
<b>TITLE: Meeting Room and Facility Use</b>		<b>Date: April 2022</b>
		<b>Next Review Date: April 2026</b>

### 1.0 Policy Statement

The Dryden Public Library is a public facility and a resource for the community. The Library's meeting room brings together the resources of the Library and the activities of the community for educational, cultural, civic and charitable purposes. The Library provides a forum for the expression of diverse ideas and opinions, however use of the library facility shall not be interpreted to constitute endorsement by the Dryden Public Library Board of the policies and beliefs of groups or individuals.

### 2.0 Library Meeting Room Use

2.1 Room bookings for the Library's meeting room will be guided by the following principles:

- 2.1.1 Library programs, services, meetings and events will have first priority for scheduling, after which other requests will be considered on a first-come, first-served basis.
- 2.1.2 Anyone may request use of the meeting room.
- 2.1.3 Meetings may not disturb the regular function of the Library.
- 2.1.4 Renters must sign a Facility Use Agreement form in advance of their booking. Information about the intended use of the room, anticipated attendance, contact information for organizers and specific requirements will be collected on the form.
- 2.1.5 The Dryden Public Library Board reserves the right to request a Certificate of Insurance confirming general liability insurance from organizations holding activities or events within the Library.
- 2.1.6 Deposits or rental fees paid in advance will be returned in the case of cancellations occurring more than three (3) days before the scheduled event.

2.2 Use of the Library's meeting room will be guided by the following principles:

- 2.2.1 Use of the room may be subject to supervision by library employees.
- 2.2.2 Damages to the meeting room, furnishings or equipment will be paid by the applicant.
- 2.2.3 Library staff will provide set-up and take down of library chairs, tables and electronics. They will not support rental events in any other way.
- 2.2.4 Applicants are responsible for cleaning the room prior to their rental period ending. A \$25 cleaning fee will be assessed if the room is not returned to its prior condition.
- 2.2.5 Renters may not use library materials, supplies or equipment as a part of their booking.
- 2.2.6 No decorations or other materials may be permanently affixed in the room.
- 2.2.7 All meetings must obey the maximum occupancy of the meeting room.
- 2.2.8 The Dryden Public Library is not responsible for any loss, damage, liability, costs or expenses that may arise during, or be caused by, the use of the library facility.
- 2.2.9 Advertisements concerning meeting and/or events scheduled to be held in the Dryden Public Library meeting room must clearly indicate the sponsor of the event and will in no way indicate that the event is endorsed or organized by the Dryden Public Library, unless previously approved by the CEO.
- 2.2.10 Events and/or meetings must be conducted during regular library operating hours. Staff will provide a warning fifteen (15) minutes before the Library's schedule closing time. Any meeting that extends beyond the Library's regular operating hours may incur additional cost.
- 2.2.11 Federal, provincial and municipal laws, bylaws and fire regulations must be adhered to at all times. The Dryden Public Library Patron Code of Conduct (OP-06) applies to all organizers and attendees at events/meetings taking place in the Library meeting room.

### **3.0 Statement of Responsibility**

#### **3.1 The Dryden Public Library Board:**

- 3.1.1 sets and reviews rental fees on a regular schedule.
- 3.1.2 sets and reviews policy relating to facility use and meeting room rentals.
- 3.1.3 reserves the right to accept or refuse a reservation or to cancel any booking at its discretion.

#### **3.2 The Library CEO:**

- 3.2.1 ensures all staff are familiar with the Facility Use Policy.
- 3.2.2 makes recommendations to the board regarding policy and rental fees.

#### **3.3 The Library Staff:**

- 3.3.1 maintain the schedule for room bookings.
- 3.3.2 advise individuals and groups about the process for renting rooms.
- 3.3.3 facilitate use of the meeting room.
- 3.3.4 notify scheduled users of cancellations in cases of emergency or closure of the Library.

**4.0 Fundraising/Event Ticket Sales**

- 4.1 The Dryden Public Library will not sell any raffle or event tickets other than those sponsored by or benefitting the Dryden Public Library or the Friends of the Library.
- 4.2 Fundraising items for groups other than the Dryden Public Library will not be sold in the Library. Exceptions may be made in the case of a community partnership with approval from the Board and CEO.
- 4.3 Dryden Public Library Staff, Board Members and their immediate family members are prohibited from entering to win any and all draws, raffles or contests organized by or sponsored by the Dryden Public Library.

**Related Documents:**

Dryden Public Library, *OP-06 – Patron Code of Conduct*  
 Appendix 5: Facility Use Form

History			
<b>Approval Date:</b>	November 2017	<b>Approved by:</b>	L. Ayers
<b>Amendment Date:</b>	May 2018	<b>Approved by:</b>	L. Ayers
<b>Amendment Date:</b>		<b>Approved by:</b>	
<b>Amendment Date:</b>		<b>Approved by:</b>	