

Oliver Paipoonge Public Library

Category: Operational	Policy number: OP -09
Policy Title: Meeting Rooms	Initial Policy Approval Date: 09/29/21
	Last Review/Revision Date:
	Year of Next Review: 2026

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 Board of the policies and beliefs of groups or individuals.

- 1) The 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.
- 2) The CEO authorizes the use of the rooms.
- 3) Employees maintain the schedule and will make every effort to notify scheduled users of the unavailability of the meeting room in case of emergencies.
- 4) 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-serve 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) Information about the intended use of the room, including the names and affiliations of any speakers must be provided with the request.
 - e) Approval from the CEO is required at the time of booking.
- 5) Room use will be guided by the following:
 - a) Use of the room shall be subject to the supervision of the employees.
 - b) Damages to the meeting room, furnishings and equipment will be paid by the applicant.
 - c) Set up, take down and clean-up will be provided by the user.
 - 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.