



# Meeting Room Policy

Board Approval: June 25, 2019

Revised:

Implemented: June 28, 2019

Replaces: Patterson Room Rental Policy, Truro Branch Meeting Room Rental Policy, Elmsdale Branch Program Room Rental Policy

## 1.0 INTRODUCTION

The purpose of this policy is to regulate community use of meeting rooms located at branches of the Colchester-East Hants Public Library (CEHPL) when these rooms are not required for library purposes.

A gathering place in the community, the Library is committed to maintaining a value-neutral and welcoming environment, free from discrimination or harassment that fosters life-long learning and recreation through access to a variety of viewpoints and expressions.

The Library is pleased to make meeting rooms available to the general public when not being used for Library purposes.

## 2.0 APPLICATION

This policy applies to individuals, community groups and organizations who wish to use library meeting rooms.

This applies to all libraries within CEHPL who have meeting rooms.

## 3.0 REQUIREMENTS / STANDARDS

### 3.1 General

- 3.1.1 Meeting rooms are first provided for library and library-related programs and events. After these needs are met, the rooms are available to individuals, groups and organizations in accordance with this policy.

- 3.1.2 Rental of a meeting room to a group/individual does not imply endorsement of the ideas or products of any renter. The Branch Manager is responsible for posting a permanent notice near the meeting room as outlined in *Section 5*.
- 3.1.3 Public meeting room use must not interfere in any way with the normal day-to-day operations of the Library (i.e. noise levels should not disrupt other library patrons).
- 3.1.4 In accordance with the *Selling and Soliciting Policy*, meeting room users may advertise, solicit or sell products in the rented meeting room only, with prior approval from the Chief Executive Officer.
- 3.1.5 The meeting room user must leave the meeting room in the same condition in which it was found. The meeting room user will be responsible for damages to the building or equipment.
- 3.1.6 The Library reserves the right to deny or cancel a booking when it reasonably believes:
  - a) use by any individual or group will be for a purpose that is likely to promote, or would have the effect of promoting discrimination, contempt or hatred for any group or person on the basis on any protected characteristic set out in the *Nova Scotia Human Rights Act*;
  - b) use by any individual or group will be for a purpose or action, that is contrary to the law or any of the Library's policies or Rules of Conduct, including violent, threatening, abusive, harassing, disruptive or intrusive language or conduct;
  - c) there is a likelihood of harm to any person or property.

## **3.2 Booking Procedures**

- 3.2.1 Bookings are made through library staff and should be arranged at least one week in advance of the meeting date. Booking requests may be made up to three months in advance. Bookings beyond the three months may be made at the discretion of the Branch Manager.
- 3.2.2 In order to facilitate equitable access to the community, meeting rooms may not be reserved for ongoing use indefinitely. The Library does not generally accept requests for more than five bookings per month per organization/individual, nor may the rooms be reserved for ongoing use for more than twelve consecutive weeks at any point in time.
- 3.2.3 Payment in cash or cheque is due in advance or at the time of the event and may be made at the Circulation Desk. Groups wishing to be invoiced must make arrangements in advance. Cheques are payable to Colchester-East Hants Public Library.
- 3.2.4 Cancellations originating from the meeting organizer must be made at least 24 hours in advance. If an organization repeatedly cancels without providing notification, a room rental invoice may be issued. The Library will reimburse any prepaid reservations due to cancellations originating from the Library (e.g. library closure due to weather).
- 3.2.5 Requests to permit alcoholic beverages or games of chance (e.g. bingo, lotteries) in meeting rooms must be approved by the Branch Manager, in consultation with the

Chief Executive Officer, and only on condition that a copy of any applicable license is submitted to the Branch Manager prior to the event.

- 3.2.6 Any group consisting of individuals ages 16 years old and younger must have a designated adult responsible for rental and on-site supervision of the event.
- 3.2.7 Permission to rent/use Library meeting rooms is at the discretion of the Chief Executive Officer, on behalf of the Library Board. Future bookings from any individual/group causing damage or failing to comply with the Library's policies and procedures may be refused.
- 3.2.8 See *Sections 4.4.3 a) – f)* for additional booking procedures for the Truro Library – John and Ann Gourley Media Lab.

### **3.3 Bookings Outside of Normal Library Hours**

- 3.3.1 The availability of meeting room bookings outside of normal library hours varies by location.
- 3.3.2 Bookings for the Elmsdale Library Program Room outside of normal library hours are not accepted.
- 3.3.3 Bookings for the Tatamagouche Library - Patterson Room outside of normal library hours are accepted at the discretion of the Branch Manager. The procedures for after-hours use of the Patterson Room are:
  - a) Library staff will give a key(s) to the designated person(s) using the Patterson Room.
  - b) The group's designated key holder will be asked to sign for the key(s).
  - c) After locking up, the key(s) is to be returned immediately to the Library and can be placed in the book drop facing the Library parking lot.
  - d) The key(s) must be picked up from the Library, during open hours, the day before the booking (or the last day open before the booking).
  - e) Library staff will not be available to open or close the building for after-hours use.
- 3.3.4 Bookings for the Truro Library meeting rooms outside of normal library hours are accepted at the discretion of the Chief Executive Officer. The procedures for after-hours use of a Truro Library meeting room are:
  - a) Meeting room users must use the side door near the Farmer's Market and ring the buzzer to be admitted entry.
  - b) Meeting room users must assign one of their first arrivals to stay at the door to let their participants in, and not the public. Library staff are not available to manage the door.
  - c) Meeting room users may not wander around the Library when it is closed.
  - d) An additional fee for security services is required for bookings after the Library's regular closing time.

### **3.4 Promotion**

- 3.4.1 For publicly advertised events that aren't co-sponsored by the Library, the meeting room user(s) must clearly advertise that they are the sponsor of their event.

Advertising must not imply endorsement by the Library of the content of the program or event.

### **3.5 Room Set-up / Take Down**

- 3.5.1 The meeting room user is responsible for room set-up and take-down arrangements, including returning the room to its original arrangement after use.
- 3.5.2 The meeting room user is responsible for putting garbage and recycling in appropriate receptacles. Decorations, literature, and any other items brought in must be removed and disposed of by the meeting room user.
- 3.5.3 Meeting room set-up and take down must occur within the timeframe of the booking.

### **3.6 Equipment and Furnishings**

- 3.6.1 Groups wishing to attach items to the walls, or decorate a meeting room in any way, must consult with Library staff concerning an acceptable means of doing so (i.e. sticky tack). No additional hooks, nails, other fasteners, or tape may be attached to the walls of the meeting room.
- 3.6.2 If items are to be delivered in advance of a booked event, a member of the organization concerned must be on hand to accept delivery.
- 3.6.3 There is no storage capacity for organization/individual supplies.
- 3.6.4 The Library does not accept responsibility for the loss or damage of any items belonging to, or in the care of, individuals or groups using the Library's facilities.
- 3.6.5 Availability of furnishings and equipment may vary by location. The Library reserves the right to refuse requests to supply additional furnishings and/or equipment outside what is listed in Section 4.0.
- 3.6.6 Organizations are responsible for the rental of any equipment beyond what is available at the Library. The Library reserves the right to regulate the use and installation of all additional equipment.

### **3.7 Films and Music**

- 3.7.1 In accordance with the Canadian Copyright Act, any viewing or exhibition of films must have Public Performance Rights.
- 3.7.2 Films may be shown if a license has been purchased by the meeting room user from a rights holder such as Audio Cine Films or Criterion Pictures.
- 3.7.3 The Library does not accept responsibility if a film is shown in non-compliance with the licensing requirements.
- 3.7.4 Music may be publicly performed or played if a license has been purchased by the meeting room user from SOCAN (Society of Composers, Authors and Music Publishers of Canada). For pre-recorded music, a Re: Sound license fee may also be required.

- 3.7.5 The Library does not accept responsibility if music is played or performed in non-compliance with the licensing requirements.

## 4.0 RENTAL RATES

### 4.1 General

- 4.1.1 Rental fees vary according to whether the renting organization/group is a non-profit or a for-profit/private renter.
- 4.1.2 A *non-profit* organization is one whose purpose is service to the community rather than financial gain, including registered charities and community groups. Examples of non-profits include, but are not limited to:
- Churches and religious groups
  - Cultural organizations
  - Public education institutions
  - Governments and government agencies
  - Multicultural groups and associations
  - Registered political parties
  - Residents/Taxpayers associations
  - Service clubs and organizations
  - Youth groups.
- 4.1.3 A *for-profit* organization is one whose primary purpose is making money (profit).
- 4.1.4 A *private* organization or individual will be charged the for-profit rate.
- 4.1.5 There is a 10% discount on bookings over \$100.
- 4.1.6 No room rental fee will be charged for events that are *co-sponsored* with the Library. The decision to co-sponsor an event is made by the Branch Manager or, at the Truro Library, by the appropriate Department Head. Co-sponsored events may be promoted through the Library's communication channels.
- 4.1.7 Groups using meeting rooms on a non-profit basis may not charge for admission.
- 4.1.8 The Library reserves the right to determine when additional security, cleaning and/or staffing is required to facilitate a rental. The meeting room user is responsible for covering these costs in addition to the rental rate. The Library will notify the meeting room user when additional fees apply prior to finalizing the meeting room booking.

## 4.2 Elmsdale Meeting Room Rental Rates

4.2.1 The Elmsdale Library has one room, the Program Room, available for public booking:

### a) Elmsdale - Program Room Rates (seats 31):

	Non-Profit	For-profit / Private
<b>2-4 hours</b>	No charge	\$25
<b>Each additional hour beyond 4 hours</b>	No charge	\$10
<b>8 hours</b>	No charge	\$50
<b>Each additional hour beyond 8 hours</b>	No charge	\$10
<b>Single hour</b>	No charge	\$15
<b>Furnishings/Equipment (no charge):</b>	2 tables and 15 chairs; DVD and monitor; kitchenette amenities.	

## 4.3 Tatamagouche Meeting Room Rental Rates

4.3.1 The Tatamagouche Library has one room, the Patterson Room, available for public booking:

### a) Tatamagouche - Patterson Room Rates (seats 40):

- i. The Patterson Room is available for non-profit groups and individuals at no charge.
- ii. The Patterson Room is not available to for-profit organizations.
- iii. Furnishings and equipment available are: 4 tables and 30 chairs; DVD and monitor; projector; and kitchenette amenities.

## 4.4 Truro Meeting Room Rental Rates

4.4.1 The Truro Library has five regular rooms available for public booking:

### a) Truro – Burchell MacDougall Study (seats 10):

	Non-Profit	For-profit / Private
<b>2-4 hours</b>	No charge	\$25
<b>Each additional hour beyond 4 hours</b>	No charge	\$10
<b>8 hours</b>	No charge	\$50
<b>Each additional hour beyond 8 hours</b>	No charge	\$10

Single hour	No charge	\$15
Furnishings/Equipment (no charge):	2 tables and 10 chairs	

**b) Truro – Ina M. Patterson Study (seats 20):**

	Non-Profit	For-profit / Private
2-4 hours	No charge	\$25
Each additional hour beyond 4 hours	No charge	\$10
8 hours	No charge	\$50
Each additional hour beyond 8 hours	No charge	\$10
Single hour	No charge	\$15
Furnishings/Equipment (no charge):	4 tables and 14 chairs; Smart screen projector; computer and whiteboard.	

**c) Truro - J. Harris Read Program Room (seats 48):**

	Non-Profit	For-profit / Private
2-4 hours	\$30	\$40
Each additional hour beyond 4 hours	\$10	\$15
8 hours	\$60	\$80
Each additional hour beyond 8 hours	\$10	\$15
Single hour	\$15	\$20
Furnishings/Equipment (no charge):	7 tables and 48 chairs; Smart screen projector; computer; pedestal lectern; white board; flip chart; kitchenette amenities.	

**d) Truro – Blue Room (seats 30):**

	Non-Profit	For-profit / Private
2-4 hours	No charge	\$25
Each additional hour beyond 4 hours	No charge	\$10

<b>8 hours</b>	No charge	\$50
<b>Each additional hour beyond 8 hours</b>	No charge	\$10
<b>Single hour</b>	No charge	\$15
<b>Furnishings/Equipment (no charge):</b>	6 tables and 20 chairs; Coffee maker and kettle; whiteboard.	

**e) Truro – Orange Room (seats 75):**

	<b>Non-Profit</b>	<b>For-profit / Private</b>
<b>2-4 hours</b>	\$30	\$40
<b>Each additional hour beyond 4 hours</b>	\$10	\$15
<b>8 hours</b>	\$60	\$80
<b>Each additional hour beyond 8 hours</b>	\$10	\$15
<b>Single hour</b>	\$15	\$20
<b>Furnishings/Equipment (no charge):</b>	12 tables and 40 chairs; Coffee maker and kettle; whiteboard.	

4.4.2 The Truro Library also has a children’s program room called the “Big Brothers – Big Sisters of Colchester Children’s Program Room.” This room is reserved for children’s programming and/or events only. It is available for bookings by external non-profits who have a mandate to serve children, exclusively for children’s programming and/or events, as follows:

**Truro – Big Brothers – Big Sisters of Colchester Children’s Program Room (seats 30):**

	<b>Non-Profit</b>	<b>For-profit / Private</b>
<b>2-4 hours</b>	No charge	N/A
<b>Each additional hour beyond 4 hours</b>	No charge	N/A
<b>8 hours</b>	No charge	N/A
<b>Each additional hour beyond 8 hours</b>	No charge	N/A
<b>Single hour</b>	No charge	N/A
<b>Furnishings/Equipment (no charge):</b>	3 child-size tables and 10 child-size chairs; Smart screen, projector, computer; whiteboard; kitchenette amenities.	



4.4.3 The Truro Library also has the John and Ann Gourley Media Lab available for public booking.

**Truro – John and Ann Gourley Media Lab (seats 5):**

	<b>Non-Profit</b>	<b>For-profit / Private</b>
<b>2 hour session</b>	No charge	No charge
<b>Each additional hour beyond 2 hours</b>	No charge	No charge
<b>Furnishings/Equipment (no charge):</b>	Digital camera, video camera, tripod, umbrella lights, green screen, audio input, midi keyboard, condenser microphone, digital drum kit, studio monitors, headphones and iMac computer with recording and photo and video editing software.	

- a) As the point of access, the adjacent Burchell MacDougall Study must be available and reserved, for no charge, at the same time as the Media Lab booking.
- b) Groups are asked to designate one member to make the booking and take responsibility for the room and equipment while in use. Individual users and group leaders must:
  - i. possess an active library card;
  - ii. possess a valid photo ID (NS Driver’s License, NS ID, School ID, etc.);
  - iii. be 13 years of age or older (users ages 12 and younger must be accompanied by a parent or guardian at all times);
  - iv. complete an orientation of the lab and the equipment to be used.
- c) Upon arrival for the session, the individual or group leader will be asked to leave a piece of photo ID with library staff. The ID will be returned, following staff examination of the lab and equipment, at the end of the session.
- d) Media lab sessions must conclude at least 30 minutes prior to closing to allow staff time to inspect the lab.
- e) Electric and digital instruments, which may be plugged in, are permitted at controlled volumes.
- f) Due to sound considerations, most acoustic instruments may be used only by special arrangement and at the discretion of library staff.
- g) Users must bring their own storage devices (Mac compatible). Files and works cannot be saved on library equipment as all files are deleted daily.
- h) Food and drink are not permitted in the lab, but may be brought into the adjacent Burchell MacDougall Study.

## **4.0 ACCOUNTABILITY**

The Branch Manager, or the assigned Department Head for the Truro Library, is responsible for overseeing public use of meeting rooms in their respective Library.

## 5.0 STANDARD SIGNAGE

The Branch Manager in each location is responsible for ensuring that their respective Library has posted the following notice regarding public meeting room use in the Library:

The Library does not advocate or endorse the  
viewpoints of meeting room users.

In accordance with CEHPL's *Meeting Room Policy*.