
**BARRIE PUBLIC LIBRARY
MEETING ROOM POLICY**

MOTION #17-15

Revised March 23, 2017

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1. PURPOSE

- 1.1 The Barrie Public Library recognizes public meeting space as an important community asset and aims to make spaces available to individuals and groups from all sectors of the Barrie community. The objective of this policy is to ensure equitable access to public space while meeting the Library's operational needs.

2. GENERAL GUIDELINES

- 2.1 Meeting rooms are provided for library and library-related programs and meetings. After the needs of the Library have been met, meeting rooms are available to individuals and groups in accordance with this policy.
- 2.2 The Library guarantees the right of free expression by making meeting rooms available to individuals, groups and organizations whose programs are consistent with the intent of the *Canadian Charter of Rights and Freedoms* and the *Ontario Human Rights Code*. The Library will not knowingly permit the use of meeting rooms for activities that violate the *Criminal Code of Canada*. Permission to use Library facilities does not imply any endorsement of the activities of any group or individual.

3. TERMS AND CONDITIONS OF USE

- 3.1 Non-profit groups are permitted to use Library meeting rooms free of charge. A non-profit organization is an association, club, or society that is operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit. Groups may or may not be a registered charity with a charitable registration number.

For the purposes of this policy, all individuals, groups or organizations that operate to earn a profit are considered to be commercial groups. Commercial groups may use a library meeting room for a business meeting, but they are not permitted to charge an admission fee, take a collection, solicit funds, or make any direct sales. The only exceptions are authors or other performers who wish to sell books or music during a library sponsored event. Commercial groups are subject to the fees in Appendix A.

Individual residents of Barrie wishing to book meeting rooms for private events are subject to the fees outlined in Appendix A.

- 3.2 Meeting room booking requests will be taken on a first come, first serve basis. Rentals can be booked up to three (3) months in advance of the booking date. Individuals, organizations and other groups are allowed up to two (2) bookings per month.
- 3.3 All renters must sign a Rental Agreement prior to their Event. Renters must be eighteen (18) years of age or older in order to sign the Rental Agreement.

Once signed, the renter shall be responsible for the conduct and supervision of all persons admitted to the meeting room and shall see that all meetings are conducted in a manner consistent with the Library's Conduct Policy.

The renter will be held financially responsible for all damages arising from the misuse of property.

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- 3.4 A tentative booking for rental must be confirmed within two (2) weeks of the tentative booking. Failure to confirm a booking may result in cancellation of the booking without notice.

Cancellations of confirmed bookings within five (5) business days of the event will be fully reimbursed. If the cancellation is received less than five (5) business days before the event, or a cancellation is not made, the full amount may be charged.

Should there be a library closure due to unforeseen circumstances, such as a power outage or inclement weather; all fees will be refunded in full.

The library reserves the right to cancel any booking with 48 hour notice, at which time a full refund will be made.

- 3.5 All renters shall leave the room in the same condition in which it was found. A cleaning fee may be charged if the room is left in an unsatisfactory condition. Any damage to furnishings, equipment and/or room will be billed to the renter.

- 3.6 The Barrie Public Library will not be held responsible for personal injury or damage, nor for the theft or loss of personal belongings or equipment of the renter or anyone attending on the invitation of the renter.

- 3.7 All renters must comply with fire, health and safety regulations. All exits must be kept free of obstruction. Candles and other open flames are not permitted.

- 3.8 Alcoholic beverages shall not be served on library premises.

- 3.9 Booking, pick-up and storage of all non-library equipment used within Library meeting rooms is the sole responsibility of the renter and is subject to prior approval of the Library. The Library will not store equipment or supplies.

- 3.10 In-room projectors are for staff use only and are not available for use by renters. Renters must make alternate arrangements if presentation equipment is required.

- 3.11 The Library does not prepare advertising for renters, in any form. Organizations must use their own names when advertising meetings held in library facilities making it clear that the library is not the sponsor of the event.

Soliciting inside or outside of the Library is not permitted unless prior approval is received from the Library.

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4. Appendix A: MEETING ROOM FEES

Non-profit Organizations	Free
Commercial Groups	\$60.00 per hour
Individual Residents of Barrie	\$40.00 per hour
Cleaning Fee (if applicable)	\$30.00 per hour

MOTION #15-39 Approved October 22, 2015
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