

Policy 2300

Meeting Rooms	
Approved	November 4, 2004; February 24, 2022
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Policy Statement

In keeping with its mission and values, the Okotoks Public Library (OPL) welcomes public use of its meeting spaces. Meeting rooms are available for outside organizations and the general public to rent when the rooms are not in use for the provision of Library services, and when such use does not interfere with other library services and activities.

Purpose

The purpose of this policy is to establish the rules for renting and the conditions for use of OPL meeting rooms and spaces by the public.

Procedures

1. Who may rent

- 1.1. Meeting Rooms are made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use, in accordance with the Canadian Federation of Library Associations Statement on Intellectual Freedom and Libraries.
- 1.2. The Okotoks Public Library does not advocate or endorse the viewpoints expressed by any individual or group using a meeting room. Granting permission to use OPL facilities does not constitute an endorsement of the group or its beliefs by OPL.
- 1.3. The Library will not knowingly permit any individual or group to use its facilities for any illegal purpose, or for any activity that may cause a disturbance of the public peace.
- 1.4. No renting organization may display, show or perform any material not appropriately licensed, or which is in contravention of the Canadian Copyright Act.
- 1.5. Users may not disrupt the use of the library by others. Persons using the meeting rooms are subject to OPL Policy 2100 - Public Use of Facilities.
- 1.6. A Library meeting room cannot be rented by a business as their primary operating space.
- 1.7. Persons renting a meeting space must be at least eighteen (18) years of age.
- 1.8. No special privileges are extended to organizations to which staff members or past and present Board members belong.

2. Fees

- 2.1. Fees for room rental are set out in Schedule A.
- 2.2. Fees must be paid in full prior to accessing the meeting room.
- 2.3. There is no charge for the use of meeting rooms by groups presenting programs in which the Okotoks Public Library is a partner.
- 2.4. Charges for room rental are per hour for time booked; no refunds are given for time not used by the renter.
- 2.5. A damage deposit may also be required at the discretion of the Library Director.

3. Bookings

- 3.1. Booking applications must be received a minimum of seventy-two (72) hours prior to the use of the room.
- 3.2. Bookings are considered confirmed once the renter has received a confirmation email or a copy of the rental contract.
- 3.3. A Meeting Room Rental Contract must be signed by the individual or group prior to accessing the room.
- 3.4. 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.
- 3.5. Cancellations must be made at least forty-eight (48) hours before the booking date to qualify for a refund.
- 3.6. Library meeting rooms are scheduled for booking only during regular library operating hours.
- 3.7. Set-up and take-down are the responsibility of the renter and the required time must be included in the requested booking.
- 3.8. Meeting room bookings are subject to availability. Use of the meeting rooms for library programming and services takes priority over meeting room rentals. OPL reserves the right to refuse or limit the use of the meeting rooms to any group. A booking request may be rejected if the anticipated meeting is likely to be
 - unreasonably disruptive to regular library functions
 - too large for the room capacity
 - dangerous to persons or property
 - damaging to carpet, equipment, walls or furniture
 - inconsistent with any Library Board policy

4. Advertising

- 4.1. 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.
- 4.2. Individuals and groups creating promotional material for their event may not use the OPL logo without prior consent from the Library Director.
- 4.3. Renters may not invite potential attendees to contact the library for information on the event or program.
- 4.4. Meeting room rentals are for the use of the meeting room space only. No other areas of the Library may be used for promotion or advertising the event.

5. Terms and Conditions

- 5.1. The room must be clean and left in the same condition as renters found it. Furniture should be returned to its original location. Any damages may be subject to additional charges.
- 5.2. The Library is not responsible for lost or damaged personal items.
- 5.3. Alcohol, smoking and vaping are not permitted.
- 5.4. Lighted candles, flames and incense are not permitted.
- 5.5. The OPL reserves the right to allow Library staff, maintenance, or custodians to enter the meeting room at any time.
- 5.6. The OPL cannot be responsible for items left in the room. Equipment, supplies, or personal effects cannot be stored or left in the meeting room before or after use.
- 5.7. Supervision of children while adults are using a meeting room is the responsibility of the parents or caregiver, not Library staff.
- 5.8. Groups may self-cater their events with prior permission from the Library Director.

Schedule A. Meeting Room Rental Fees

Program Room (maximum capacity – 70 people)

Cost: \$35.00+GST / hour

Lion's Den Children's Room (maximum capacity – 30 people)

Cost: \$25.00+GST / hour

Flex Room or Sterling Homes Room (maximum capacity – 15 people)

Cost: \$15.00+GST / hour