

West Perth Public Library

Meeting Space Rentals

Purpose

The meeting spaces 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 public spaces shall not be interpreted to constitute endorsement by the West Perth Public Library Board of the policies and beliefs of groups or individuals.

Responsibility

1. The West Perth Public Library Board:
 - a. will not knowingly permit any individual or group to use its facilities in contravention of the *Criminal Code of Canada*;
 - b. reserves the right to accept or refuse a reservation, or to cancel any booking at its discretion;
 - c. will set and review rental fees.
2. The Library CEO authorizes the use of the room.
3. Library staff maintain the schedule and, in the case of emergencies, will notify scheduled users of the unavailability of the space.
4. 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-served basis;
 - b. any municipal resident, group or business may request to schedule a meeting space;
 - c. gatherings which disturb regular Library functions may not be scheduled;
 - d. a "Meeting Space Application" form must be completed and payment of the rental fee made to secure the booking. Information about the intended use of the room, including the names and affiliations of any speakers, must be provided on the form;
 - e. the rental fee will be returned if the booking is cancelled by the individual, group or business 5 or more days prior to the event;
 - f. approval from the CEO is required at the time of booking to sell goods and services.
5. Room use will be guided by the following:

- a. use of a space shall be subject to the supervision of the employees of the Board;
- b. damages to the space, furnishings and equipment will be paid by the applicant;
- c. spaces will be set up with chairs and tables as requested by the applicant, and should be left in the same condition at the end of the meeting;
- d. use of materials or decorations on the walls requires prior approval;
- e. non-alcoholic refreshments and food may be served in the Program Room;
- f. the maximum occupancy of the meeting space shall be obeyed;
- g. use of the space must take place during Library hours of operation. Requests for exceptions to this guideline will be considered on an individual basis;
- h. 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.

Related Documents:

West Perth Public Library Policy. *Intellectual Freedom.*

West Perth Public Library Policy. *Programming and Community Partnerships.*

Government of Canada. *Criminal Code of Canada.*

Issued: August 2018

Revised: February 2021