

# MEETING ROOMS POLICY

<b>Policy Type:</b> Operational	<b>Policy Number:</b> OP-08
<b>Policy Title:</b> Meeting Rooms	<b>Policy Approval Date:</b> March 2025
	<b>Policy Review Date:</b> March 2028

**Introduction:**

Meeting rooms in the library bring together the library’s resources and the community’s activities for educational, cultural, civic, recreational, and charitable purposes. The library provides a forum expressing diverse ideas and opinions. The use of the meeting room shall not be interpreted to constitute an endorsement by the Norfolk County Public Library Board of the policies and beliefs of groups or individuals. The meeting rooms cannot be used by profit-making organizations, groups, businesses or individuals whose goals are not aligned with the mission of the Norfolk County Public Library.

**Purpose:**

To ensure consistent, fair and responsible service provisioning for staff and the public when processing meeting room rentals.

**Section 1: The Norfolk County Public Library Responsibility**

1. 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 always be observed.
2. Reserves the right to accept or refuse a reservation or to cancel any booking at its discretion.
3. Will set and review rental fees.

**Section 2: CEO Responsibility**

The Chief Executive Officer (CEO) authorizes the use of long-term room rentals and has the authority to waive all or partial fees in the following situations:

1. The renting organization is a non-profit and provides benefits to the local community.
2. The use of the room supports the NCPL Mission, Vision and Strategic Plan directives.
3. A partnership agreement has been entered into with the NCPL, or the NCPL is a co-sponsor of a program.

### **Section 3: Staff Authority and Responsibilities:**

1. Staff maintain the schedule and will make every effort to notify users of the unavailability of the meeting room in case of emergencies and holiday closures.
2. Room bookings will be guided by the following Library programs and services, meetings, and events have first priority for scheduling, after which other requests are considered on a first-come, first-served basis.
3. Any municipal resident, group or business may request to schedule a meeting room.
4. Meetings which disturb regular library functions may not be scheduled;
5. A "Meeting Room Rental Agreement" must be completed, and payment of the rental fee must be made to secure the booking.
6. Proof of insurance or insurance payment must be made at the time of booking to secure the booking.
7. Information about the room's intended use must be provided on the form, including the names and affiliations of any speakers.
8. The rental fee will be returned if the booking is cancelled by the individual, group, or business two (2) days (48 hours) or more days before the event.
9. The library reserves the right to cancel a facility rental agreement (or a specified date within the agreement) without notice where conditions exist (e.g. building closures due to weather, power outages, emergency situations, or instances of uncontrollable natural forces) that could pose a hazard to event attendees. Any rental fees paid will be refunded.
10. Approval from the CEO is required at the time of booking to sell goods and services.

### **Section 4: Room use**

1. Renters must provide proof of insurance or purchase insurance according to the Norfolk County Insurance schedule, and payment is due with the contract.
2. Library staff will have access to the room during the event to ensure that all terms and conditions are followed.
3. Smoking or vaping on library premises is not allowed.
4. The use of open flames, smoke or odour produced by burning aromatic substances such as candles or incense is not allowed.
5. Non-alcoholic refreshments and food may be served in the meeting room.
6. Permission to serve alcohol at the event requires approval from the NCPL Board and the required license from the LCBO. A request must be received by the NCPL Board (eight) 8 weeks before the event. If approved, the renter will follow the Municipal Alcohol Management Policy.
7. Food may be brought in or prepared onsite following safe food handling guidelines.
8. Renters will keep all fire exits, doorways, halls or other ways to access the building clear from obstructions.
9. The renter will pay for the damage to the meeting room, furnishings and equipment.
10. Renters are responsible for leaving the space in the condition in which it was rented. If NCPL is required to clean up following the use of the facility, a charge

- will be added.
11. Tables and chairs will be wiped off with a disinfectant cleaner provided by the NCPL before putting away in the designated area.
  12. Renters may be allowed into the building 15 minutes before their booking start time only if it is at the same time that the Branch is opening. CEO pre-approval is required at time of booking and fees may apply.
  13. Renters will incorporate set up, take down and clean up in the approved rental time.
  14. The use of materials or decorations on the walls requires prior approval.
  15. The maximum occupancy of the meeting room shall be obeyed.
  16. All users 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 use of the library facility.
  17. Renters are responsible for the conduct and supervision of all people attending their event. They will ensure that all guidelines contained in this agreement are observed. The NCPL Code of Conduct Policy applies to all uses of library space.
  18. All Branches and meeting rooms are accessible to persons who are physically disabled during regular business hours. Arrangements must be made in advance if elevators are required after business hours. There will be a fee applied to the rental to cover staff required to assist with closing.
  19. Internet access is available in all meeting rooms.
  20. Audio-visual equipment is available at some sites. If equipment is needed, arrangements are to be made at the time of booking.
  21. Room rentals are available during regular business hours. A fee is applied to the rental contract when space is required before or after regular business hours. Requests for hours before or after must be submitted in writing and approved by the CEO.
  22. The renter will inform library staff that their room use has ended. A library staff member will inspect the room to ensure all policies have been followed.
  23. Each facility has a small kitchenette for serving light refreshments. If the kitchenette is needed, it must be noted at the time of the booking on the contract.
  24. All exhibits (i.e. artwork) are the responsibility of the renter and the designate who oversees the arrangement and removal of displays. Insurance coverage is the responsibility of the renter.
  25. Bookings will be confirmed when the Library Branch receives a signed copy of the application form, in person, scanned and emailed, or faxed.
  26. The Library must receive the total payment from the renter before they are given access to the space. An invoice can be forwarded to organizations if required and must be requested in advance.
  27. According to Norfolk County policy, a fee for NSF cheques will be added to an invoice. The organization or individuals will be permitted to use NCPL facilities once outstanding charges are paid.
  28. Norfolk County departments using library facilities will follow the Meeting Rooms Policy and must book the space through the NCPL CEO.
  29. Interdepartmental charges will be forwarded by the Administrative Coordinator. Exceptions for charges must be arranged by the NCPL CEO.
  30. Promotional materials must not imply or suggest that NCPL is endorsing the

- renter's activities or program.
31. Permission to use the NCPL logo must be received from the CEO.
  32. Individuals or organizations requesting the use of library space, other than meeting rooms, within any Branch of the NCPL will be negotiated individually by the CEO or their designate.

### **Section 5: ROOM RENTAL FEES & ADDITIONAL CHARGES**

- a) Rental start time before or after regular operating hours: \$50/hr.
- b) Branch operating hours may vary.
- c) Requests for renting library spaces before or after regular operating hours must have the approval of the CEO.
- d) Clean up Fee if required - \$50.00.
- e) The renter is responsible for any costs related to false alarms due to breach of security.

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Next Review Period: March 2028  
Supersedes: Planning Policy effective January 24, 2024

## APPENDIX A

Fees are effective April 1, 2025

Room Location	Fee per hour (Includes HST)	Capacity
Delhi Branch – Kozub Meeting Room	\$20.00	60
Port Dover Branch – Scotiabank Room	\$20.00	80
Simcoe Branch – Hazel B. Race Room	\$16.00	20
Simcoe Branch – Board Room	\$16.00	20
Simcoe Branch – Large Room	\$20.00	75
Simcoe Branch – Community Lens Room	\$16.00	10
Waterford Branch – Glen Bell Room	\$16.00	25

**Equipment Available** (not at all locations, see below)

Technology is free with room rental. Availability must be confirmed when booking a room rental.

Equipment	Location
inFocus Projector	Delhi, Port Dover, Simcoe, Waterford
Sharp Aquos Board	Delhi, Port Dover, Simcoe
Dell Laptop (for Sharp Aquos Board)	Delhi, Port Dover, Simcoe
FrontRow Speaker	Delhi, Port Dover, Simcoe
Portable Overhead Projector	Simcoe
Projection Screen	Simcoe
Flip Chart	Simcoe