

Section	Meeting Room	Policy No.	F.1
Subsection	1	Effective Date	April 2017
Version	Review	Review Date	August 2022/May 2023
Name	Meeting Room/Public Spaces		

## F.1 Meeting Room/Public Spaces

### STATEMENT OF INTENT:

The Meeting Room/Public Spaces policy applies to the rooms available in the Morden and Winkler Branches as well as the Reading Garden in Manitou. The spaces are principally intended for the following: library sponsored programs; library staff training sessions; library orientation sessions that may be provided to various groups in the community.

The SCRL Board supports use of the meeting rooms and public spaces by community based non-profit, volunteer and support groups. Use of these spaces by community groups and organizations does not constitute the Board's endorsement, support or co-sponsorship of the activities, beliefs or viewpoints of the participants in the programs or groups using the meeting rooms and public spaces.

### FEES:

1. There will be no charge for the limited use of the meeting rooms and public spaces for non-profit literacy based groups or resource and community providers groups.
2. There will be no automatic exemptions for non-profit or registered charity groups.
3. Cost for all groups will be as follows:
  - **Winkler Branch**      **Regular** - \$100.00/day      **Non-profit** \$50.00/day
  - • \$75 for 3 hours or less
  - **Morden Branch**      **Regular** - \$30.00/day      **Non-profit** \$15.00/day
  - **Manitou Branch**      \$50.00 (+ staff wages if after hours event)
4. Upon written application, groups may approach the Director to be considered for exemption. The application will not automatically guarantee exempted status. In the event of a conflict, the matter would be decided by the Board of SCRL.
5. Groups with continuous rentals may be offered the 6<sup>th</sup> rental for no charge, based on if group is in good standing.

### GENERAL GUIDELINES:

1. All meeting room user documents must be up to date with current contact information.
2. SCRL meetings and programming takes precedence over any outside bookings.
3. Branch will inform potential users of the room's availability during hours of closure.
4. Branch will inform potential users of room occupancy limit of 25 people in Morden, 40-45 people in Winkler and 25 people in Manitou Reading Garden.

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**REGULATIONS:**

1. The reservation form must be completed and signed at the time of booking.
2. The group representative signing the form agrees that the group will compensate the South Central Regional Library for any damages (beyond reasonable wear) resulting from the group’s use of the meeting room.
3. A group or organization may reserve the program room up to four days per month & in advance, up to a three month period.
4. The library should be notified of canceled bookings at least 24 hours in advance of the reservation.
5. The meeting room key is to be obtained and returned in accordance with instructions provided by SCRL employees.
  - \*\*After Hours - The key must be picked up during normal library hours by the person accepting responsibility for the use of the room. Responsibility also includes ensuring that no one enters the main library from the meeting room, the doors are locked, and securely shut & the key is returned to the library as per the procedures in the Branch.
6. No unauthorized alcoholic beverages are permitted. Events serving alcohol must apply for their own permit and abide by the application as posted.
7. No equipment supplies or sundry items will be provided to the renter.
8. The room must be left in a neat and orderly condition and the furniture arrangement is to be replaced as it was found. A cleaning fee will be assessed if the room requires additional cleaning.
9. No-profit groups using the meeting room will be permitted to make sales under these conditions:
  - Sales must be confined to the room and no effort is made to solicit other library patrons.
  - Sales must be for the benefit of the non-profit organization using the room.
10. The sale of goods that directly or indirectly benefit the library will be permitted in all public areas of the library, including the meeting room. When an author takes part in a library sponsored program, the library may arrange for the sale of the author’s works at the program.
11. While using the meeting room, the group shall comply with any reasonable direction by library staff not in conflict with established policy. Any person who fails to comply with such direction may be requested to leave the library premises.
12. At the Winkler Library where parking spots are at a premium, groups that rent the meeting room during our opening hours must park in the Winkler Civic Centre parking lot or on the street.

**FIRE REGULATIONS** – Smoking, vaping or burning of materials is strictly prohibited. In the event the local Fire Department is required to attend to a fire call, the By-Laws of the City or Town shall be enforced through City Hall. As the buildings are owned by the City/Towns, the Councils shall decide on enforcement and fees to the renter.