



POLICY: MEETING ROOMS

POLICY #: B-OP-17

COMMITTEE: Library Board

PASSED: 22 January 2015

TOPIC: Services

AMENDED: 28 January 2016; 27 October 2016

REVIEW PERIOD: As required

PURPOSE

To describe the terms and conditions by which the Library’s meeting rooms may be used.

POLICY

All three library locations have meeting rooms available to the public for meetings, seminars and workshops. The Library does not limit use of meeting rooms based on subject matter, content of the meeting, or beliefs and affiliations of the meetings' sponsors. However, the Library will not knowingly make meeting rooms available for any purpose which would contravene any statute or government regulation, including the Criminal Code of Canada and the Human Rights Act of British Columbia.

Use of the meeting rooms does not constitute the Library’s endorsement, support or co-sponsorship of the activities, beliefs or viewpoints of the participants in the programs or groups using the meeting rooms. No advertisements or announcements implying such endorsement or co-sponsorship will be permitted. No organization meeting at the Library shall use the Library as its official address. The Library’s logo is copyrighted and may not be used without the express written consent from the Director of Library Services.

The Library’s priorities for meeting room use are:

- Library programs or meetings
- Groups affiliated with or programs sponsored by the Library
- Other groups or individuals, with preference given to local, not for profit organizations

Room Bookings:

The following expectations and rules apply to room bookings:

- Meeting room bookings and cancellations are managed through the North Vancouver Recreation and Culture Commission (NVRCC), with the exception of those related to the Lynn Valley Library Boardroom and Balcony.
- All persons using the meeting rooms are subject to the general rules and regulations of the Library.

- Groups and organizations using the meeting rooms must not interfere with the regular, ongoing functions of Library service.
- The room must be left in the condition it was found; failure to do so will result in being charged for cleaning costs in addition to any damages, as applicable.
- Meeting supplies are the responsibility of the group. Library supplies are not available.
- The number of attendees must not exceed the capacities specified in B-OP-13 Appendix A Fines, Fees and Charges and all exits must be kept clear.
- Individuals/groups are responsible for any applicable licensing or royalties when playing music or videos.
- All publicity for the event is the responsibility of the renter.
- Groups may distribute literature within the meeting rooms only. A manager may approve the posting of notices of public meetings in the Library.
- No special privileges are extended to organizations to which a staff member belongs.
- The Lynn Valley Library Boardroom and Balcony is available for business meetings of NVDPL, the District of North Vancouver and the Friends of the Library only. This space is only available during Library Administration Office hours; (Monday-Friday 9am – 5pm), unless a staff person is in attendance for a Library program or event. This space is booked through the Library Administration front desk. The maximum occupant load permitted on the balcony is 36 persons.
- With the permission of the Library’s booking agent, the North Vancouver Recreation and Culture Commission and prior proof of proper licensing, i.e., Special Occasion Licence Issued Under Liquor Control and Licensing Act, alcohol may be served in meeting rooms.
- Any prospective room booking use outside of the above and not covered by this policy is at the discretion of the Library Director.

Charges: See Also B-OP-13 Appendix A: Fines, Fees and Charges

Facility rental rates are approved by the Library Board and will be reviewed annually. Reduced rental rates are set for not for profit organizations. When a not for profit organization charges an admission fee or requires a donation for entry, the for profit room rental fee will be charged. This may be waived by the Director of Library Services in cases where the fees or charges benefit the Library or where the organization provides significant in-kind services to NVDPL. Charges are payable in advance at time of booking. Fees will not be charged for the District, Friends of the Library, North Vancouver Recreation and Culture Commission or Mayor and Council if the room is booked for their own use only.

Sales:

Not for profit and profit organizations using the meeting rooms will be permitted to make sales under these conditions:

- Sales must be confined to the meeting room and no effort is made to solicit other library patrons.
- Sale must be for the benefit of the organization making use of the meeting room.

Admission may be charged for programs sponsored by the Library and its affiliated organizations. The sale of goods that directly or indirectly benefit the Library will be permitted in areas of the Library other than the meeting rooms. 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.

Damages and Liabilities:

The Library is not responsible for the loss or damage to any equipment or materials owned or rented by an individual, group or organization using its meeting room. Any individual, group or organization using the meeting rooms shall be held responsible for any loss or wilful or accidental damage to the Library buildings, grounds, collections or equipment caused by the individual, the members of the group or organization, or those attending the program.

RESPONSIBILITIES

The **Library Board** is responsible for this policy.

The **Director of Library Services** is responsible for implementing this policy.

RELATED POLICIES

- B-OP-13 REGULATION OF BORROWING PRIVILEGES APPENDIX A FINES, FEES AND CHARGES
- B-OP-14 INTELLECTUAL FREEDOM