

TITLE	DATE PASSED	REPLACES
<b>Meeting Room Rental &amp; Use</b>	<b>September 8, 2020</b>	<b>3_S.02.2015</b>
POLICY #	SECTION	DATE LAST REVIEWED
<b>3_S.02.2020</b>	<b>3_Services</b>	<b>September 2020</b>

**Purpose**

To maximize availability and ensure fair and reasonable use of the library meeting rooms through:

- Provision of programs and services to the public.
- Partnerships with community agencies and organizations providing programming and activities complementary to the Library’s interests.
- Provision of affordable meeting space for use by non-profit or for-profit organizations, or individuals.

**Conditions on Room Rental and Use**

1. Persons renting meeting space must be at least 18 years of age.
2. After-hour rentals require proof of liability insurance coverage for the individual or group renting the room as per Town of Peace River Library Bylaw 3.6. The individual renter/organization must guarantee and assume full and exclusive responsibility for any damages to facility property, fixtures or equipment caused by the users during the period of the rental agreement.
3. The individual renter/organization indemnifies and holds the Peace River Municipal Library and the Town of Peace River, its officers, agents and employees harmless for all complaints or suits made or brought for injury to persons or property caused by those using the meeting space, and for any losses, claims, damage, costs and expenses arising out of or resulting from any act of omission of the applicant/user or the meeting room users during the period of the Room Rental Agreement.
4. PRML reserves the right to reject a reservation request if the anticipated meeting is likely to be unreasonably disruptive to regular library/art gallery functions, too large for the room capacity, disorderly, dangerous to person or property, illegal or in any other way inconsistent with or in contravention of any of the terms and conditions of this policy. In determining whether such a likelihood exists, PRML may take into consideration:
  - a. the contents of the application form
  - b. the history of the group’s meeting room use in the library
  - c. other information as deemed appropriate.
5. Renters and their visitors may not disturb the use by other patrons of the Library or Art Gallery.
6. Permission to use the room does not constitute endorsement or sponsorship of any program or event by the PRML.
  - a. Groups may identify the PRML and provide its address in publicity for the meeting or event, but may not give out the library’s telephone number or invite potential attendees to contact the PRML for information on the event or program.
7. Use of the kitchen facilities is included with the large meeting room bookings. Kitchen facilities will

be left in a clean state upon meeting/event completion:

- a. Dishes, utensils, pots, etc. washed and put away
  - b. Floor cleaned (swept, and mopped or spot-cleaned as necessary).
8. Any additional cleaning as deemed necessary by PRML will be billed to the renter.
  9. Rental includes the moderate use of flip charts, if needed.
  10. Renters may request the use of the PRML LCD projector for an additional fee.
  11. Room users will not attach anything permanently to any surface of the room, but may use temporary attachment products that will not stain or remove paint.
  12. Renters will clean the dry erase board at the close of the meeting and remove used flip chart sheets.
  13. Equipment, supplies, or personal effects cannot be stored or left in the meeting room before or after use.
  14. PRML is not responsible for items left in the rooms.
  15. Smoking is not permitted in the meeting room or on PRML property.
  16. Liquor may be served after-hours with proper licensing and proof of liability insurance.
  17. Adult supervision is required for children associated with the meeting/event.
  18. Any concerns regarding the meeting room and its use will be discussed with the renter by the PRML Library Director.
    - a. Unresolved concerns may be brought forward to the Board at the Library Director's discretion.
  19. Library meeting space may not be rented by a business as its primary operating space.

### **Rental Fees**

1. Fees for room rental and additional services or penalties are set out in the Town of Peace River Library Bylaw.
2. There is no charge for the use of meeting rooms by groups presenting programs in which the PRML is a sponsor or cooperating agency.

### **Rental/Use Procedures**

1. Bookings are confirmed once a Room Rental Form is completed and payment is made.
2. Groups using a room for regular meetings will complete a Room Rental Form at the beginning of each year. Either party has the right to terminate this agreement upon 30 days of written intent to do so.
3. PRML will make every effort to avoid a cancellation, but may refuse bookings if the space is needed for library programming, or cancel with two weeks' notice.
4. Individuals/organizations must notify the PRML of any cancellation at least one week in advance of

the booking date. A refund will be provided with sufficient notice, but PRML reserves the right to apply full charges to renters who provide less notice.

### Safety Amendments

During times of heightened public health issues (example: COVID-19) additional restrictions on occupancy may be in place to ensure user safety.

1. In the case of illness, notice requirement for cancellation will be waived and a refund will be provided.
2. Renters must review the safety recommendations of the PRML, and abide by any health orders issued by the Province of Alberta.
3. Individuals who are experiencing symptoms of such issues are not permitted on the premises, including renters and their visitors.
4. All library visitors must sanitize or wash their hands upon entering the PRML.
5. Renters and visitors are encouraged to bring and use their personal masks.
  - a. Disposable masks will be available freely by request, so long as supply is available.
6. Renters are responsible for cleaning & sanitizing all surfaces and materials used.
  - a. Cleaning materials and direction will be provided.
7. Visitors must check in at the circulation desk when finished prior to using other library spaces, to ensure capacity is not exceeded.