

# MEETING ROOM POLICY

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Approved November 26, 2010

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The Southgate Ruth Hargrave Memorial Library is a public facility supported by taxpayers and is subject to the same general rules and prohibitions that govern the use of other taxpayer supported facilities in the Township. The library meeting room space is limited and intended primarily for the use of the library and organizations affiliated with or tenanted at the library (i.e., the Economic Development Office, O.P.P., etc.). Under the direction of the library there is no charge for meetings offered by these groups. Meetings for these groups will be scheduled through the Township office booking system.

Use of the meeting room is intended to reflect the library mission statement: "To promote a love of reading beyond literacy, so that each person can pursue their cultural and learning goals, thereby better understanding their place in the community and in the world. The library does this by being a welcoming, accessible place where all members of the community can enjoy guided access to literature, knowledge and entertainment."

The library meeting room is considered a community asset. Therefore, the Library Board wishes to encourage its use by local community groups. Applications for meeting room use may be made through the Township Office on a first come, first served basis. The meeting room may be rented by local community groups for meetings, training programs or youth programs for related registration. Organizations dealing directly with youth will be charged a reduced rate upon approval. Rates will be comparable to other township facilities. Permission for room use for events of a personal or business nature such as, but not limited to, birthday parties, anniversaries, reunions, bridal showers, and sales (i.e., household goods) will not be granted. Meetings: \$35.00 + HST (3 hours or less), \$70.00 + HST (all day). Youth based organizations: \$15.00 + HST.

The meeting room includes a boardroom table, 10 boardroom chairs, an overhead projector and screen (accessed by key), accessible washrooms and a kitchenette. Wireless internet connection is available when the library is open or by arrangement with the Librarian CEO. The maximum number of people in the room at any time is 41, as per fire code regulations. Limited parking is available onsite.

## **Use Restrictions:**

No alcoholic beverages may be served on the library premises; no smoking is permitted in the library or on the adjoining grounds; no candles or flammable materials are to be used; no signs, posters, displays, etc. promoting a meeting or program may be placed anywhere in the library or on its premises without the express pre-approval of the Librarian CEO or authorized delegate; and nothing shall be attached to walls, ceilings, doors or furniture in the meeting room. The Library meeting room facilities must be left by all users in a clean and orderly fashion. The Library reserves the right to amend this policy from time to time as the Board may deem appropriate.