

Title:	Meeting Room Use & Rental Policy	
Policy Type:	Operations	Policy Number 300-15
Approval By:	Resolution Number RB 2013-05	
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PURPOSE:

This policy provides direction on the use of meeting rooms available for the community to rent, or provide programs in partnership with the Library.

SCOPE:

This policy applies to individuals, groups and organizations who rent meeting rooms at any Sault Ste. Marie Public Library location.

DEFINITIONS:

Non-profit group: any group or organization formed for the purpose of serving a public or mutual benefit other than the pursuit or accumulation of profits for owners or investors.

Profit-making group: any group or organization formed for the purpose of creating a profit.

POLICY STATEMENT:

The Sault Ste. Marie Public Library provides affordable meeting rooms for rent to individuals, groups, profit-making, and non-profit organizations.

The rooms that have been designated as rentable are as follows:

- Centennial Library – Story/Program Room
- Centennial Library - Computer Commons Room
- Korah Branch – Essar Community Room

Library facilities are provided to the public as long as the public respects, and operates within the policies of the Sault Ste. Marie Public Library, as well as all federal, provincial, and municipal regulations/laws.

The following apply:

- Library staff may book meeting rooms in advance for library and library-related business. Thereafter, all bookings shall be on a first come, first served basis. In the event that different meeting room applicants request the use of the same meeting room and time period, priority will be given to meeting room use as follows:



- Community, educational, or cultural based non-profit individuals, groups, or organizations
- Profit-making individuals, groups, or organizations.
- Meeting rooms are available for rent at the rates set by the Library Board.
- Renters must sign a rental contract prior to the room usage.
- Cancellation of room rental must be reported to the Library five (5) business days in advance.
- Cancellation notice of less than five (5) days shall result in a 100% charge of the room rental rates.
- If the Library is unable to provide the meeting room due to matters beyond the Library's reasonable control, including but not limited to damage to the premises or labour disruption, then the booking shall be terminated and a full refund paid.
- The Library is not responsible for damage to, theft or loss of articles or property belonging to renters and/or to program attendees.
- Requests to serve food and beverages must be placed at time of booking. All food and beverage arrangements, set-up and clean-up are the responsibility of the renter.
- The Library will provide sufficient tables and chairs.
- Organizations and groups are responsible for the set-up and clean-up of the room and leaving it in its original state.
- All publicity and signage related to the use of the Library's meeting rooms by the renter must be approved by the library.

Failure to follow this policy will result in the cancellation of future room use privileges.