



<b>Title:</b>	Meeting Room Use & Rental Policy	
<b>Policy Type:</b>	Operations	Policy Number 300-15
<b>Approval By:</b>	Resolution Number RB 2013-05	
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<b>Effective Date:</b>	May 2013	
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<b>Review Date:</b>	October 2022	

**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 of the Library's locations.

**POLICY STATEMENT:**

The 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:

- James L. McIntyre Centennial Library – Program Room
- James L. McIntyre Centennial Library - Computer Commons Room
- North Branch – Program Room A
- North Branch - Program Room B

Library facilities are available to the public they respect, and operate within the Library's policies, 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.
- Meeting rooms are available for rent at the rates set by the Library Board and shall be listed in the Fines and Fees Schedule.
- Recurring bookings must be approved by a Senior Technician or Manager.
- Renters must sign a Meeting Room Rental Form prior to the room usage.
- Rental fees are due at the time of booking. Exceptions will be considered for individuals or groups traveling from outside of Sault Ste. Marie.



- Cancellation of room rental must be reported to the Library five (5) business days in advance. No refund will be issued if less than five (5) business days' notice is provided.
- 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 cancelled 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 renter must abide by Algoma Public Health Standards for all public events.
- The Library will provide sufficient tables and chairs (within posted occupancy limits).
- Organizations and groups are responsible for the set-up and clean-up of the room, leaving it in its original state. Any damages and/or messes which require the attention of cleaning or maintenance staff may result in additional charges.
- All publicity and signage related to the meeting room rentals must be approved by library staff.

Failure to follow this policy will result in the cancellation of any future room bookings and suspension of any future room privileges.

### **Related Policies**

300-09 Rules of Conduct Policy  
300-13 Sales and Soliciting Policy  
300-25 Use of Building Policy