

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 of the Library's locations.

POLICY STATEMENT

The Library provides affordable meeting rooms for rent to individuals, groups, and outside organizations.

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

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

Library facilities are available to the public so long as they respect and operate within the Library's policies, as well as all federal, provincial, and municipal regulations/laws.

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 Fees Schedule.

The following apply:

- 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 made for organizations requiring an invoice.
- Cancellation of room rental must be reported to the Library 48 hours in advance.



- No refund will be issued without proper notice.
- 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 canceled 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. Any time required for set-up and clean-up needs to be included in the room booking.
- All publicity and signage related to the meeting room rentals must be approved by library staff.
- Meeting rooms may not be used by private businesses or individuals for sales, marketing or ticketed events.

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

RELATED POLICIES

100-10 Library and Political Elections Policy
200-04 Strategic Alliances Policy
200-06 Fees Policy
300-09 Rules of Conduct Policy
300-13 Sales and Soliciting Policy
300-23 Accessible Customer Service Policy
300-25 Use of Building Policy