

OP-12	MEETING ROOM USE		
APPROVED	19 January 2022	EFFECTIVE	2006
AMENDED	2009, 2011, 2016, 2021	NEXT REVIEW	2026

### 1. PURPOSE

To set out the basic conditions under which meeting rooms within or managed by the Library may be used.

### 2. SCOPE

This policy applies to the public use of all meeting rooms and facilities controlled or managed by the Library.

Library employees are responsible for ensuring that room rentals meet the conditions set out in this policy.

### 3. DEFINITIONS

**Manual Training School** – The meeting room attached by a corridor to the main Library facility that is managed by the Library on behalf of the City of Cranbrook. Also referred to as the MTS.

### 4. GENERAL

- a. The Cranbrook Public Library has an agreement with the City of Cranbrook to manage the use of the meeting room called the Manual Training School (MTS). Rental rates and the terms of the rental agreement are set by the City.
- b. The MTS is the only space available for rent through the Library.
- c. The meeting room is primarily intended for Library and City programs and services; including programs that are conducted, initiated or co-sponsored by the Library.
- d. When the meeting room is not in use for Library or City programs and services, it may, by way of rental, be used by community organizations for meetings and programs of an informational, educational or cultural nature.
- e. Rental fees for use of the meeting room will be charged to all users, including the Library and City.
- f. The Library reserves the right to limit bookings during times when the Library is closed and/or when employee resources are unavailable.

### 5. PUBLIC USE RENTALS

- a. Permission to rent the meeting room does not imply that the Library endorses or agrees with any of the aims, policies or activities of any group or individual, or of any of the ideas, messages or information they express.
- b. When making the meeting room available for use, the Library is committed to ensuring the dignity and safety of the public and employees without disruption to Library services, and to maintaining the security of Library property.
- c. Renters agree that they will comply with the Criminal Code of Canada, BC Human Rights Code, and applicable local government bylaws in their use of the meeting room.
- d. All meetings must be conducted in a manner consistent with the Library's Code of Conduct, and according to the rental agreement's Terms and Conditions.
- e. The Library reserves the right to deny or cancel a booking when it reasonably believes that:

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- i. use by any individual or group will be for a purpose that is likely to promote, or would have the effect of promoting discrimination, contempt or hatred for any group or person because of their race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age;
  - ii. use by any individual or group will be for a purpose or action that is contrary to the law, including hate propaganda laws;
  - iii. there has been a misrepresentation by the individual or group booking the meeting room as to the purpose of the meeting;
  - iv. there is a likelihood of physical hazard to participants or audiences, or a misuse of premises or equipment;
  - v. the user has previously damaged or misused Library property, or failed to pay required room rental fees, or contravened this Policy in the past;
  - vi. use by individuals, clubs, groups and organizations is intended to establish the Library as a permanent location for their activities and/or operations;
  - vii. use will include gaming or games of chance, including bingo and lotteries.
- f. Charitable fundraising is not permitted on Library property unless authorized by the Chief Librarian.
- i. The Friends of the Cranbrook Public Library may hold sales or other events for the purpose of raising funds to support Library services and programs.
- g. Applicants who are denied permission to use these facilities may, upon written request, have the decision reviewed by the Chief Librarian, whose decision shall be final.

**RELATED POLICIES**

Nil.