

Meeting Room Policy

1. Purpose

The Colchester-East Hants Public Library has meeting rooms that are available to the community. The purpose of this document is to outline how people can use library meeting rooms.

2. Definitions

CEO: The CEO is the Chief Executive Officer of the Library

The Library: When we say "the Library," we mean the Colchester-East Hants Public Library.

Non-Profit Group or Organization: A non-profit group or organization provides services to the community. It does not make money providing these services. Non-profit groups and organizations include registered charities and community groups.

Here are some examples of non-profit groups and organizations:

- Churches and religious groups
- Cultural organizations
- Public schools
- Government agencies
- Multicultural groups
- Registered political parties
- Residents or Taxpayers associations
- Service clubs and organizations

- Youth groups

Private Individual: A private individual is any person who wants to rent a room for themselves and not for a group or an organization.

Renter: The “renter” is the person who booked the room.

3. Important Information

The meeting rooms are used first for library and library-related programs and events. When a meeting room is not being used by the Library, other people, groups, and organizations can rent the meeting rooms for public or private events.

a. Guiding Principles

Meeting rooms are available to *everyone*. It does not matter what their beliefs are. It is important to note that:

- The Library follows the *Statement on Intellectual Freedom*. This means that we allow people and groups with different opinions and ideas to come to the Library and use the space.
- The Library does not tell people that they are not allowed to come to the Library just because they have opinions that others may not agree with.
- When a person or group rents a meeting room, it does not mean that the Library agrees with the ideas of that person or group.
- While the Library is committed to intellectual freedom, we do not tolerate discrimination.

b. Using the Meeting Rooms

All renters must:

- Not get in the way of regular library activities. For example, they cannot make so much noise that it bothers other people in the Library.
- Follow the *Library Code of Conduct* and other library policies.

- Agree not to break the law or the *Nova Scotia Human Rights Act*.
- Get approval from the library staff before they advertise or sell products. They can only advertise or sell products in the meeting rooms they rent. For more information, see the *Selling and Soliciting Policy*.
- Leave the meeting room the same way they found it. If they cause damage to the room or anything in the room, they will have to pay for it.

c. Refusals & Cancellations

The Library has the right to refuse or cancel a room booking when we have reason to believe that:

- The renter will use the room for a purpose that is likely to promote, or would have the effect of promoting discrimination, contempt or hatred for any group or person on the basis of any protected characteristic set out in the *Nova Scotia Human Rights Act*.
- The renter will use the room for a purpose or action that is contrary to the law or any of the Library's policies including the *Library Code of Conduct*.
- There is a likelihood that someone could be harmed or that property may be damaged.

If a renter damages library property or does not follow library rules, they may not be allowed to book a room in the future.

4. Booking a Meeting Room

To learn more about the meeting rooms available to the public, see the [Library website](#). Different rooms have different rules for booking. For example, some rooms are only available to non-profit groups or organizations.

To book a meeting room you can call or visit a branch, or fill out the [Room Booking Request Form](#) on the Library website.

a. Booking

Library staff manage room bookings:

- People should book the room at least 1 week before they want to use it.
- People can generally book a room up to 3 months before the date of their meeting.
- To make sure that everyone in the community gets a chance to use the space, people or groups cannot book a meeting room for an unlimited period.

Renters should also note that:

- Groups of people who are 16 years old or younger must have an adult book the room for them and supervise them when they are in the meeting room.
- Renters who want to serve alcohol in the meeting room, or play games of chance like bingo or lotteries, must get permission from the Branch Manager. They must also give a copy of the licenses they need to have before they host these kinds of events.

b. Cancelling

If a renter needs to cancel they must contact the Library 24 hours before the time they booked the room. If the renter regularly cancels without giving notice, the Library may charge them the cost of the room rental.

If the Library needs to cancel, they will refund the cost of the room rental (for example, if the Library is closed because of bad weather).

c. Advertising

If a person or group advertises an event to the public that is not a library event, they need to say who they are and make it clear that the Library is not the sponsor.

For example, if a political party has a meeting in the Library and invites other people to come, they cannot suggest that the Library is the event organizer. This is so that

everyone knows it is not the Library hosting the event or supporting the topics discussed in the meeting.

d. Setting Up and Cleaning Up

The renter is responsible for:

- Setting the room up the way they want it.
- Putting the room back the way they found it.
- Putting garbage and recycling in the correct bins.
- Taking down decorations or other things they brought into the room.
- Cleaning up the room within the time that they booked it.

e. Films and Music

If a renter wants to show a film to the public, they must have Public Performance Rights. This is according to the *Canadian Copyright Act*.

Renters who want to play music to the public must have a license from SOCAN (Society of Composers, Authors and Music Publishers of Canada).

The Library is not responsible for renters who break these rules and show films or play music without a license.

5. Rental Price

The cost of renting a room depends on who is renting the room.

a. Rental Rates

There are two classes of rental rates. They apply to all Library meeting rooms.

- **Non-Profit Rate:** Free
- **Standard Rate:** \$25 for the first 4 hours, then \$20 per hour for every extra hour

The Library charges the **non-profit rate** to any non-profit groups or organizations.

The Library charges the **standard rate** to all other groups, organization, and people except for the Patterson Room in Tatamagouche. Only non-profit groups or organizations and private individuals can rent this room. They do not have to pay.

b. Library Partners

The Branch Manager decides if the Library will partner with a person or group to offer an event or not. If the Library works with a person or group to offer an event:

- We will not charge money for the person or group to rent the room.
- We can help advertise the event on places like our website or Facebook page.

c. Extra Costs

The Library has the right to decide if the renter will need extra security, cleaning, or staff. The renter is responsible for paying any extra costs. The Library is responsible for telling the renter if they will have to pay extra money before they book the meeting room.

6. Comments/Questions

People can send their comments and questions about the Library's *Meeting Room Policy* to their [local Branch Manager](#).

7. Related Documents

[Canadian Copyright Act](#)

[Library Code of Conduct](#)

[Nova Scotia Human Rights Act](#)

[Selling and Soliciting Policy](#)

[Statement on Intellectual Freedom](#)

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Elmsdale Branch Program Room Rental Policy