

POLICY MANUAL	Section No. : OP - 11
	Effective Date : December 19, 2005
	Review Date(s):
	Revision Date(s): Oct. 18, 2010; Jan 18, 2016, June 19, 2017, September 27, 2021, June 19, 2023; February 24, 2025
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Policy Purpose

Meeting rooms are provided for library sponsored programs/meetings as well as meetings/activities facilitated by the City of Welland (and their Boards and Commissions) and partner organizations. After these needs are met, the meeting room facilities may be reserved by groups and organizations in accordance with this policy as established by the Library Board.

The library makes every effort to apply the following rules and regulations in a fair and consistent manner to ensure the safety, security, and dignity of both the public and staff

Scope

This policy applies to all staff, volunteers, library customers, and third-party contractors.

Responsibility

The CEO or designate is responsible for the overall administration of this policy. All staff are responsible for understanding and applying the policy consistently.

Rules of Conduct

1. Use of the meeting room by any group or organization does not constitute an endorsement by the Library Board of the group's policies or beliefs. The Library will not knowingly permit any individual or groups to use its facilities in contravention of the *Criminal Code of Canada*.
2. The library provides equitable access to its meeting spaces in a welcoming and supportive environment that is free from discrimination/harassment as outlined in the Ontario Human Rights Code. The library supports intellectual freedom and universal access to a broad and diverse range of information, opinions, ideas, and perspectives.
3. Disruptive or intrusive behaviour is not permitted and includes (but is not limited to) violence, abuse, discriminatory or harassing conduct and language.
4. The meeting rooms cannot be rented for partisan or discriminatory events, private social functions, gaming or lotteries and private business activities such as sales, promotions, or the distribution of marketing materials for specific brands/products.

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5. The meeting rooms cannot be rented on a recurrent basis for the establishment of regular meetings or activities. Activities presented in partnership with the Welland Public Library may be exempted at the discretion of Library Management. Each rental application will be considered on an individual basis.
6. The Welland Public library is a non-smoking facility. The consumption of alcohol and/or prohibited substances is not permitted in meeting rooms.
7. All meetings must conclude 15 minutes before the library closes. Meeting rooms may not be available on Sundays or outside of library hours.
8. Setup for meeting rooms is the responsibility of the renter or renting organization (e.g.: arranging tables and chairs).
9. The room booking will be reviewed upon receipt of a room rental application. Payment must be made before access to the room is provided. In person and online payment options are available.

Cancellations made at least 48 hours before the booking will be refunded less a \$5.00 administration fee. After that period, no refunds will be given.

10. Rooms are rented on a cost-recovery basis. There is a minimum rental rate per two-hour period for each room. Additional fees are applied for rental of library-owned equipment. All fees include HST.

Registered non-profit organizations will be given a 40% discount off the regular rate. Non-profit organizations charging admission, advertising "admission by donation" or "donation suggested" or fundraising in library facilities will be charged the full rate. Please refer to AD-1.1.1 for rental fees.

11. Available spaces for meetings, information sessions or workshops:

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Rooms	Set-up Style/ Capacity	Maximum Capacity	Equipment Included
Main Branch Program Room	Meeting Room with sink	: 30 Chairs 6 Tables	75" Wall-mounted LED-LCD television monitor with sink Whiteboard
Main Branch Seminar Room	Boardroom Style	8 chairs 2 tables	Whiteboard 75" wall mounted LCD television monitor
Seaway Mall Branch Program Room (Front)	Meeting Room	6 Tables Approx: 30 Chairs	65" Wall mounted LED-LCD television monitor
Seaway Mall Branch Program Room (Back)	Meeting Room	6 Tables 30 Chairs	65" Wall mounted LED-LCD television monitor with sink
Seaway Mall Branch Undivided Program Room	Meeting Room	60 Chairs – 60 12 Tables Tables & Chairs Setup - 36	Two 65" Wall mounted LED- LCD television monitors with sink
Diamond Trail Branch Program Room	Meeting Room	Tables & Chairs - 20	No equipment included

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12. Assistive hearing technology may be available upon request at no extra cost.
13. Equipment required to show a DVD, video, or computer presentation is NOT provided by the library and is the responsibility of the client. The library does not provide any technical support for use of the Program Room equipment.
14. A representative of the organization must sign a rental agreement stating that they have read the policy and agree to its terms.
15. The library reserves the right to cancel any bookings on 48 hours notice, at which time a full refund will be made.
16. Federal, Provincial and Municipal laws, by-laws, and fire regulations shall be observed at all times.
17. The organization is responsible for any damages to library property incurred while renting a meeting room.

DENIAL OF USE

The library is committed to maintaining the safety and dignity of the public security of our facilities, and ensuring that others can use and work in the space without undue disruption.

The library reserves the right to deny or cancel a booking under the following conditions:

1. It is reasonably believed that the individual or group renting the space is likely to promote discrimination, contempt, or hatred for any other individual or group.
2. The purpose of the meeting is to conduct a lottery or facilitate gaming.
3. The individual or group intends to act in contravention of any applicable law.
4. The purpose of the meeting has been misrepresented to booking staff.

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5. The event or activity presents a physical hazard to participations or a misuse of the premises, which could result in damage.
6. Prior non-payment or misuse of the space.
7. The intent is to establish the library as a permanent space for an individual or group's activities.
8. Failure to follow this policy, or the Code of Conduct for library Users, or the terms described in the rental agreement, after one written warning, will result in the cancellation of future room booking privileges. Applicants who are denied permission to use rental spaces may by written request, have their decision reviewed by the library Board, whose decision shall be final.