

OP 08 Meeting Rooms

Policy Type:	Operational	Policy Number:	OP 08
		Policy Approval Date:	March 7, 2013
Policy Title:	Meeting Rooms	Policy Review Date:	December 7, 2023
		Next Review Date:	December 2027

1.0 Overview

Meeting rooms in the library bring together the resources of the library and the activities of the community. The goal of the Library is to maintain a welcoming and supportive environment free from discrimination and harassment.

2.0 Board Responsibilities

The Board will not knowingly permit any individual or group to use its facilities in contravention of the Criminal Code of Canada.

Federal, provincial and municipal legislation, municipal by-laws including smoke-free by-laws, and fire regulations, shall be observed at all times.

The Board reserves the right to accept or refuse a reservation, or to cancel any booking at its discretion. Library staff are able to deny or cancel bookings when the Library believes that the purpose of the booking is likely to promote, or would have the effect of promoting discrimination, contempt, or hatred of any group.

The Board will establish and periodically review room rental fees. Rooms will be free of charge for the following Whitchurch-Stouffville Public Library cardholders: – individuals conducting private study and volunteer tutors. No admission may be charged to attend meetings scheduled under these circumstances.

3.0 CEO Responsibilities

The CEO will establish procedures for administering all aspects of the meeting rooms

4.0 Board Approved Fees for Meeting Rooms

Item	Description	Unit of Measure	Rate (including HST)	HST (Y/N)	Effective Date
1	Meeting Room Rental - profit group Meeting Room Rental - non-profit groups	per hr/day	\$25/hr \$150/day \$15/hr \$85/day	Y	Feb. 6, 2020
2	Latcham Art Centre – Studio	per hr/day	\$25/hr \$150/day	Y	Dec. 7, 2023