
**BARRIE PUBLIC LIBRARY
MEETING ROOM POLICY**

MOTION #16-34

Revised June 23, 2016

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1. MEETING ROOMS

- 1.1. Meeting rooms will be available to non-profit groups and government agencies depending on Library needs. A non-profit group is defined as a group whose primary function is: participation in a specified recreation, culture, community service or leisure interest; service to the community at large through support of a shared interest which must be managed by a voluntary executive and/or board; and recognized religious institutions. Groups promoting hate and hate literature will not be permitted to book meeting room space.
- 1.2. Barrie Public Library will not be responsible for personal injury or damage, nor for the theft or loss of personal belongings or equipment of the applicant or anyone attending on the invitation of the applicant.
- 1.3. The applicant shall be responsible for the conduct and supervision of all persons admitted to the meeting room and shall see that all regulations contained therein are strictly adhered to. The applicant will be responsible for payment of all damage costs arising from the misuse of property.
- 1.4. All exits must be kept free from obstruction. Groups must comply with fire, health and safety regulations.
- 1.5. Groups wishing to have alcoholic beverages in the Library must seek the permission of the Board and must make application to the Liquor Control Board of Ontario. Fire and building regulations apply.
- 1.6. All applicants shall leave the room in the same condition in which it was found. The meeting room must be cleaned immediately after the booking (coffee cups, and other garbage removed, chairs straightened, etc.).
- 1.7. No applicant will store any materials in the room between bookings.
- 1.8. The Library Board reserves the right to cancel any booking on 48 hour notice, at which time a full refund will be made. No refunds will be made for time booked but not used.
- 1.9. Bookings will be taken on a first come, first serve basis. Presentation equipment is not provided by the library. In-room projectors are for staff use only.
- 1.10. A limit to bookings may be imposed by the CEO.

Massie Family Program Room, Painswick Branch

Government Agencies, School Boards, Health Units, etc – \$30 per hour

Non-Profit/Community Groups – no charge with a recommendation for a donation

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- 1.11. Organizations must use their own names when advertising meetings held in library facilities making it clear that the library is not the sponsor of the event. Soliciting inside or outside of the Library is not permitted unless prior approval from the Library.

MOTION #15-39

Approved October 22, 2016

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Reviewed June 23, 2016