



<b>Policy Number:</b>	<b>OP-08</b>
<b>Policy Title:</b>	<b>Meeting Room Policy</b>
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### **Meeting Room Policy**

Meeting rooms in the Library bring together the resources of the Library and the activities of the community for educational, cultural, civic, recreational, and charitable purposes. The County of Prince Edward Public Library Board (the "Library") provides a forum for the expression of diverse ideas and opinions; however, use of the meeting room shall not be interpreted to constitute endorsement by the Library of the policies and beliefs of groups or individuals.

#### **The County of Prince Edward Public Library:**

- 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 and regulations must be observed at all times.
- Reserves the right to accept or refuse a reservation, or to cancel any bookings at its discretion.

The CEO authorizes the use of the rooms. The schedule will be maintained through an online calendar. Staff will make every reasonable effort to notify scheduled users of the unavailability of the meeting room in case of emergencies.

The Library subscribes to the "Position on Third Party Use of Publicly Funded Library Rooms and Facilities" ratified by the Canadian Federation of Library Associations (CFLA), which affirms its commitment to the following:

- Publicly funded libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- CFLA-FCAB affirms that allowing use of its meeting rooms or facilities in no way correlates to the Library endorsing the nature of the free expression of any individual or group using a meeting room or facility.
- CFLA-FCAB affirms controversial expression is supported in the Library. Equally so, challenge to controversial expression is supported. CFLA-FCAB does not, however, endorse the exercise of prior restraint as a means to avoiding controversy in the Library.
- CFLA-FCAB unequivocally directs libraries to work within the Canadian law and human rights codes.
- CFLA-FCAB recognizes Canadian public libraries are subject to the Charter of Rights and Freedoms, which identifies freedom of expression as one of the four fundamental



freedoms in Canada, subject only to reasonable limits prescribed by law as can be demonstrably justified in a free and democratic society.

- CFLA-FCAB recognizes there is a wide range of measures available to libraries to minimize and correct violations of the law, expecting libraries to exercise due diligence and avoid being willfully blind to illegal behaviour.

**Room bookings will be guided by the following:**

- Library programs and services, meetings, and events have priority for scheduling, after which other applications are considered on a first-come, first-served basis. All required information as outlined on the booking software must be provided.
- Meetings which disturb regular Library functions may not be scheduled.
- Approval of the CEO is required at the time of booking to sell goods and services.

**Room use will be guided by the following:**

- Use of the room shall be subject to the supervision of Library employees.
- Damages to the meeting room, furnishing and equipment will be paid for by the applicant.
- Set up, take down and clean-up will be the responsibility of the individual or group. Use of materials or decorations on the walls requires prior approval.
- The maximum occupancy of the meeting room shall be obeyed.
- All users will agree to hold the Library harmless for any loss, damage, liability, or costs that may arise during, or be caused in any way by the use of the Library facility.
- Use of the meeting room does not include authorization to use the Library logo and branding elements.

**Room rental fees:**

- There is no charge for the use of meeting rooms by a non-profit organization.
- "For-profit" groups will be asked to make a donation for the use of the space.



County of Prince Edward  
Public Library & Archives

# Meeting Room Use Guidelines

Use of the meeting rooms at the County of Prince Edward Public Library is governed by  
Library Policy OP-08, Meeting Rooms

- Use of the meeting room does not include permission to use the library's logo.
- No items may be left in the meeting room between sessions. Many different groups use the space. Any items left may be discarded.
- Please leave the room as you found it and return any furniture to its original location.
- No food may be served except with prior arrangement - contact the Library CEO for details.
- If you require the use of technology (projector, screen, microphone, cameras etc.) please arrange directly with the IT department in advance (613) 476-5962.
- Recurring bookings will expire in June and December of each year. If you would like to continue making use of the space, please request at that time.
- The library is unable to guarantee that the space will not be interrupted by noise or others entering the space for brief periods of time.
- You may not always be guaranteed to have the same meeting room as the schedule may be adjusted. Inquire at the circulation desk upon arrival.
- **Wellington Branch:** The Library has limited parking available for it's patrons. Please consider using public parking if possible.
- For inquiries about after-hours bookings please contact Barbara Sweet by email [ceo@peclibrary.org](mailto:ceo@peclibrary.org) or (613) 476-5962.