



# OXFORD COUNTY LIBRARY BOARD POLICY MANUAL

Board Motion Number:	2021-10	Date of Review:	2025
Date Approved:	April 19, 2021	Chairperson's signature:	

## MEETING ROOM POLICY

### BACKGROUND

Meeting rooms in library branches bring together the resources of the library and the activities of the community for educational, cultural, civic, recreational and charitable purposes. In response to community need and in order to support community-focused activities, Oxford County Library may schedule the Program Room of a library branch for community use. Program Rooms are available at the following branches: Ingersoll; Tillsonburg; Norwich; Thamesford; Tavistock; and Plattsville.

The library provides a forum for the expression of diverse ideas and opinions. Granting permission to use the meeting rooms does not imply endorsement by the Library of the aims, policies or activities of any Renter.

### PURPOSE

This policy sets out the guiding principles by which the public may have access to the use of meeting rooms. Abiding by these principles ensures that library meeting rooms can be made available to the community safely and fairly.

### GUIDING PRINCIPLES

1. Renters shall not use or permit the premises to be used for any activity which violates the Criminal Code of Canada. Federal, provincial and municipal legislation and regulations must be observed at all times.
2. The Chief Executive Officer (CEO) or designate authorizes the use of the rooms. The Library reserves the right to accept or refuse a reservation, or to cancel a booking. Reasons for doing so could include but not be limited to:
  - a) The renter's aims contravene municipal, provincial or federal legislation
  - b) The renter has misrepresented its aims or intentions with the event
  - c) There is likelihood of physical danger to participants or audience or misuse of the property or equipment
  - d) The renter has failed to comply with terms and conditions of previous Room Rental Agreements.
3. The CEO may waive all or partial rental fees in the following situations:
  - a) The renting organization is a non-profit organization providing benefit to the local community



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- b) The use for which the library room is being rented is compatible with the library's mission
  - c) No admission fee will be charged by the renting organization.
4. Room rental fees will be automatically waived for organizations which have entered into a partnership with the library or where the library is cosponsoring a program with the organization.
- a) The Library will review rental fees and charges annually.
  - b) Staff maintain the booking schedule and will make every effort to notify scheduled users in a timely manner of any changes to the availability of the meeting room.
  - c) All organizations or persons using a library meeting room must agree to abide by all Oxford County Library room use rules as outlined in the Room Rental Agreement.
  - d) Use of a library space by an organization or person constitutes agreement to abide by all room use rules regardless of whether or not the organization or person signs a copy of the Agreement.
5. Room bookings will be guided by the following:
- a) Library programs and services, meetings, and events have first priority for scheduling, after which other requests are considered on a first-come, first-served basis.
  - b) Meetings which disturb regular library functions may not be scheduled
  - c) A Room Rental Agreement, attached as Schedule "A", must be completed in advance of the rental use.
  - d) Approval from the CEO or designate is required in order to sell goods and services.
  - e) Room rentals should be limited to the open hours of the branch whenever possible. In certain instances rentals may take place before or after library hours, with the approval of the CEO and County Facilities staff.