



Hastings Highlands Public Library

Area: Operational
Policy Title: Meeting Rooms
Policy Number: OP-08

Initial Policy Approval Date: September 26, 2013
Last Review: January 20, 2022
Year of next review: 2025

Meeting rooms in Maynooth bring together the resources of the Library and the activities of the community for educational, cultural, civic, recreational, and charitable purposes. The Library provides a forum for the expression of diverse ideas and opinions. However, use of the meeting rooms shall not be interpreted to constitute endorsement by the Hastings Highlands Public Library Board of the policies and beliefs of groups or individuals.

1. The Hastings Highlands Public Library Board:
 - a) 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.
 - b) reserves the right to accept or refuse a reservation or to cancel any booking at its discretion
 - c) will make recommendations for the fee structure which is ultimately approved by Hastings Highlands Municipal Council
2. The Chief Executive Office (CEO) authorizes the use of the rooms.
3. Staff maintain the schedule and will make every effort to notify scheduled users of the unavailability of the meeting room in case of emergencies.
4. Room bookings will be guided by the following:
 - a) Municipal meetings and events, Library programs and services, and Maynooth Public School usage have first priority for scheduling, after which other applications are considered on a first-come, first-served basis.
 - b) Meetings which disturb regular Library functions may not be scheduled.
 - c) The booking form must be complete, including proof of insurance and, if required, copies of special occasions permits and Smart Serve. Information about the intended use of the room, including the names and affiliations of participants, must be provided on the form. Rental is non-transferable.
 - d) The person who makes the booking must be in attendance from start to finish of the

- booking.
 - e) The rental fee must be paid in full prior to the event. Rental fees will be returned if the booking is cancelled by the individual, group, or business 5 or more days prior to the event. Hastings Highlands Library staff take direction about fee adjustment by resolution of Hastings Highlands Council.
 - f) Approval from the CEO is required at the time of booking to sell goods and services.
5. Room use will be guided by the following:
- a) Use of the room shall be subject to the supervision of the employees of the Board.
 - b) Damages to the meeting room, furnishings, and equipment will be paid by the applicant.
 - c) Set up, take down, and clean-up will be arranged between the Library and the booking group prior to the event.
 - d) Use of materials or decorations on the walls requires prior approval.
 - e) Wine and/or beer may be served in Hastings Highlands Centre; however, liquor is not permitted. Adequate liability coverage and permits are the responsibility of the person making the booking.
 - f) The maximum occupancy of the meeting rooms shall be obeyed.
 - g) Any user will agree to hold the Municipality harmless for any loss, damage, liability, costs, and/or expenses that may arise during, or to be caused in any way, by any facility.