

Lincoln Public Library Board

POLICY MANUAL SECTION:

FACILITIES INDEX: C-2

TOPIC: Community Meeting Rooms

PAGE: 1 of 2 DATE: September 2001 REVISED: May 2014; May 2018; November 2018

Purpose

Lincoln Public Library meeting rooms are made available to the general public for a fee when not being used for Library purposes.

Policy Statement

The meeting room facilities of the Lincoln Public Library are available for rent by individuals and groups as per the meeting room use policy no. C-2 Community Meeting Rooms, set by the Library Board. The facilities include a study room in the Fleming Branch and meeting room at the Moses F. Rittenhouse Branch.

A User Agreement shall be completed as part of the room booking process.

(See Appendix for Rental Fee Schedule.)

The following guidelines apply for use of the meeting rooms in Lincoln Public Library branches:

1. Conditions of use

1.1. Room Rental

The Contracting Party agrees that:

- a. Library staff shall have full access to the Premises at all times during the Contract Party's use and may attend any meeting, course, or event being conducted by the Contracting Party on the Premises;
- b. the Contracting Party's event will not promote, or have the effect of promoting, discrimination, contempt or hatred for any group or person on the basis of race, ethnic origin, place of origin, citizenship, colour, ancestry, language, creed (religion), age, sex, gender identity, gender expression, marital status, family status, sexual orientation, disability, political affiliation, membership in a union or staff association, receipt of public assistance, level of literacy or any other similar factor;
- c. no games of chance, including bingo and lotteries, may be conducted on the premises;
- d. no charitable fundraising is permitted on the Premises unless authorized by the Library in advance;
- e. no goods may be sold on the Premises unless authorized by the Library in advance;

- f. the Library must provide prior written approval of any publicity or marketing materials;
- g. the Contracting Party is solely responsible for any marketing or promotion of their use of the Premises.

1.2. Permission to use these facilities does not imply any endorsement of the aims, policies or activities of any group or individual

1.3. All persons attending events in the meeting rooms must comply with Library Membership and Use Policy.

1.4. Furniture may be used by the groups booking the facilities, and requirements must be indicated at the time of booking.

1.5. Applicants are responsible for setting up the chairs, tables and equipment required before their event and clearing them away after their event. All applicants shall leave the room in the same condition in which it was found. The room must be cleared immediately after the booking.

1.6. No applicant will store any materials in the room between bookings.

1.7. The room will not be used for private events, for example; birthday parties, showers, etc.

1.8. The Board may at any time whatsoever, and regardless of whether a fee has been paid, refuse or withdraw the use of the room and facilities if, in the opinion of the Board,

the activities for which the room is booked are not in the best interest of

the Board or the community. The decision of the Board shall be final regarding the use of its facilities.

1.9. Federal, Provincial and Municipal laws, by-laws and fire regulations shall be observed at all times.