
ROOM RENTAL POLICY

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| Title: Room Rental Policy | Policy Number: FAC-03 |
| Topic: Facilities Oversight: Board of Directors | Approved: Apr 8, 2024 Last revised: n/a Last reviewed: n/a Next Review: April 8, 2027 |

POLICY STATEMENT

The Bibliothèque de Beaumont Library program room is made available to community members and organizations when such use does not interfere with Library activities or services.

PURPOSE

This policy outlines terms and conditions of use for room rentals at the Library.

PROVISIONS

- Library rooms are available to rent if the room is not required for the provision of Library services, including library programs and events or co-sponsored programs and events.
- Library rooms are made available for rental on an equitable basis regardless of beliefs or affiliations of individuals or groups requesting use in accordance with the Canadian Charter of Rights and Freedoms and the Alberta Human Rights Act.
- The permission to use Library spaces does not signify that the Library endorses the policies or beliefs of the individual(s), group(s) or organization(s) using the space. Topics for discussion, names of speakers with their affiliation and items for sale must be disclosed and documented at the time of booking. The Library may deny space rentals where such rental would interfere with the public's use of the Library.
- The Library will not knowingly permit any individual or group to use its facilities for any illegal purpose, including contravention of the Criminal Code of Canada, the Canadian Charter of Rights and Freedoms, or the Alberta Human Rights Act.
- Advertising of meetings or events taking place in Library spaces shall not imply endorsement by the Library of the content of the program or event unless such events are explicitly endorsed or co-sponsored by the Library.
- The Library logo and any other indication of library affiliation cannot be used in any third-party event advertising without the express permission of the Library Director.
- Library staff must have access to library spaces at all times and may attend any meeting/event free of charge to audit and/or review compliance with Library policies and the Terms and Conditions of the rental agreement.

- No special privileges are extended to organizations to which Library staff members or Board members belong.
- Use of the Library's rooms must be conducted in a manner consistent with the Library's Code of Conduct and according to the terms, conditions, and regulations outlined in the room rental contract.
- The Library does not rent space to individuals or organizations hosting for-profit events.
- The use of the Library's rooms may not include or involve any of the activities listed below:
 - Any violation of the criminal law of Canada, including the Criminal Code;
 - Any violation of the Alberta Human Rights Act;
 - Any other unlawful activities that violate applicable Library policies, rules or regulations;
 - Gaming, gambling or games of chance where money is exchanged, including bingos or lotteries;
 - Service of alcohol;
 - The use of the room in a way that is intended to establish the room as a permanent location of the user's activities and/or operations.
- Activities conducted during room rentals that require a permit must be authorized by the Library Director in advance of the rental and the relevant permit must be provided to the Library no later than two days prior to the event. The permit must be posted during the event.
- The Library space is not available to rent outside of operating hours. Exceptions will be made for programs and events the library offers in partnership with external organizations.
- The Library space may not be rented to host private social events (e.g., parties).
- The Library may refuse, deny, or cancel a booking when there are reasonable grounds to believe it involves any of the prohibited activities described above. If the Library discovers that any prohibited activity is occurring after the event has commenced, the Library may terminate the event. Decisions to refuse, deny or cancel room bookings on the grounds that they may involve prohibited activities are at the discretion of the Director.
- The Library reserves the right to refuse, cancel, or terminate any booking
- The Library may refuse, deny, and/or cancel a booking or may terminate any event in the following circumstances:
 - The user has previously damaged or misused Library property or failed to pay any required fees for use of the space;
 - The user has contravened this Policy and/or terms and conditions and regulations of use in the past;
 - The user has made a material misrepresentation regarding themselves, their organization, the nature of the event or proposed use of the space, or any participants or attendees.
- Sales of goods are not permitted unless authorized by the Director except for books sold at author readings or book signings.



- The Library reserves the right to employ security measures if it is foreseeable that a room booking will present a risk to public safety and the Library may require the renter to cover the costs of security measures.

RESPONSIBILITIES

The Director will:

- Review and bring forward to the Board recommendations for changes to the Board's Room Rental Policy

The Management Team will:

- Establish room and equipment fee schedules and adjust rates based on public/private sector trends and operational costs.
- Establish a standard room booking contract and regulations (rules for use) and update, as required, to reflect changes to relevant legislation and Library policies and procedures.

Staff will:

- Administer Library room rentals in accordance with established policies and procedures.

The Board will:

- Review this policy every three (3) years.

LEGISLATIVE AND POLICY AUTHORITIES

- Criminal Code of Canada
- Canadian Charter of Rights and Freedoms
- Alberta Human Rights Act

