



Kenora Public Library Board

POLICY

SECTION: Operating	NO: OP-15
TITLE: Meeting Space and Facility Use	DATE: May 22, 2024
	Next Review Date: May 2028

Meeting rooms and areas 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 library provides a forum for the expression of diverse ideas and opinions. However, use of the meeting areas shall not be interpreted to constitute endorsement by the Kenora Public Library Board of the policies and beliefs of groups or individuals.

Bookings will be guided by the following:

- library and EarlyON programs and services, meetings, and events have first priority for scheduling, after which other applications are considered on a first-come, first-served basis
- anyone may request the use of a library meeting room or space
- meetings which disturb regular library functions, may not be scheduled
- The Kenora Public Library Board reserves the right to request a Certificate of Insurance confirming general liability insurance from organizations holding activities or events within the Library
- a Facility Use Form (Appendix) must be completed and payment of the rental fee, if applicable, made to secure the booking. Information about the intended use of the room, including the names and affiliations of any speakers must be provided on the form
- the rental fee will be returned if the booking is cancelled by the individual, group or business 5 or more days prior to the event
- approval from 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 staff
- damages to the meeting room, furnishings and equipment will be paid by the applicant
- Library staff will provide set-up and take down of library chairs, tables and electronics
- use of materials or decorations on the walls requires prior approval
- non-alcoholic refreshments and food may be served in the meeting room
- the maximum occupancy of the meeting room shall be obeyed
- all users will agree to hold the library harmless for any loss, damage, liability, costs, and /or expenses that may arise during, or to be caused in any way by such use of the library facility
- Advertisements concerning meeting and/or events scheduled to be held in the library must clearly indicate the sponsor of the event and will in no way indicate that the event is endorsed or organized by the Kenora Public Library, unless previously approved by the CEO.

- Events and/or meetings must be conducted during regular operating hours. Staff will provide a warning fifteen (15) minutes notice prior to the library closing. Any meeting that extends beyond the library's regular operating hours may incur an additional cost.
- Federal, provincial, and municipal laws, bylaws, and fire regulations must always be adhered to. The Kenora Public Library **Patron Code of Conduct** applies to all organizers and attendees at events/meetings taking place in the Library.

The Kenora Public Library Board will:

- Set and review rental fees on a regular schedule.
- Set and review policies relating to facility use and meeting room rentals.
- Reserves the right to accept or refuse a reservation or to cancel any booking at its discretion.

The Library CEO will:

- Ensure all staff are familiar with the Meeting Space and Facility Use Policy.
- Make recommendations to the board regarding policy and rental fees.

The Library Staff will:

- Maintain the schedule for room bookings.
- Advise individuals and groups about the process of using or renting space.
- Facilitate use of the space or meeting room.
- Notify scheduled users of cancellations in cases of emergency or closure of the Library.

Fundraising/Event Ticket Sales

- The Kenora Public Library will not sell any raffle, event tickets, or fundraising items other than those sponsored by or benefiting the Kenora Public Library. Exceptions may be made in the case of a community partnership with approval from the CEO.
- Kenora Public Library Staff, Board Members and their immediate family members are prohibited from entering to win any and all draws, raffles, or contests organized by or sponsored by the Kenora Public Library.

Meeting Room:

- located at the Keewatin Branch Library, 221 Main Street
- measures 14' x 20' (280 sf)
- available during regular library hours
- seats 9-12 around a table, or up to 20 with row seating

Meeting area:

- located at the Kenora (Main) Public Library, 24 Main Street South
- please note that this is an open area of the library that may be available for special programming, while the library is open to the public (no privacy)
- seats 30-35 with row seating

Related Documents:Kenora Public Library ***Facility Use Form (Appendix)***Kenora Public Library ***Comprehensive List of Fees (Appendix)***Kenora Public Library ***Patron Code of Conduct***

History			
Approval Date:	May 22, 2024	Approved by:	Marj Poirier
Amendment Date:		Approved by:	
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