

Library Meeting Rooms are used primarily for Library purposes, including Board and Committee meetings as well as public programs presented or sponsored by the Library.

The Board welcomes the rental of its facilities by community, cultural, and educational groups. Permission to use the Meeting Room is at the discretion of the CEO and the Library Board.

The Board has set the following priorities for community use of Meeting Rooms:

- for meetings or programs co-sponsored by the Library;
- by community based volunteer or not for profit groups;
- by other groups.

1. Conditions of Use

The Meeting Room may **not be** used for:

- a. for-profit bingos, lotteries or games of chance.
- b. Non-profit bingos, lotteries, or games of chance, unless appropriate licenses are obtained by the renters.
- c. by a commercial enterprise for meetings whose sole purpose is sale of products or services or recruitment of clients;
- d. by groups whose aims contravene municipal, provincial, or federal legislation.

Use of facilities may be denied where there is likelihood of:

- a. physical danger to participants or audience
- b. misuse of premises or equipment, including prior misuse
- c. where there has been material misrepresentation of a group's aim
- d. major disturbance to Library staff or operations

Granting of permission to use Meeting Room(s) does not imply endorsement by the Board of the aims, policies, or activities of any group.

2. Room Rental Agreementⁱ

An individual or authorized representative of a Group wishing to book a Meeting Room must complete and sign a rental agreement. The rental agreement will cover the booking dates and hours, use of facility and equipment, charges, capacity of the room, room set-up and take down, condition after use, damages, indemnification, liability insurance requirements and cancellation. Payment must be made in full at the time of booking to confirm the rental. Rental requests made by telephone or email must

provide a signed rental agreement, proof of insurance and full payment within 5 days of the initial request or the request will be subject to cancellation and loss of the requested date and time.

3. Liability Insurance

A Certificate of Insurance naming the Corporation of the County of Brant and the County of Brant Public Library as Additional Insured must be attached to each signed Rental Agreement. The Certificate must show that the Lessee is currently insured for a minimum of \$2,000,000 Liability Insurance in the amounts of \$2,000,000 or \$5,000,000 may be purchased from Programmed Insurance Brokers Inc. through the County of Brant. Premiums for purchased insurance will be added to the rental fees for the meeting room and will be due at the time of rental.

4. Rates

Rates are charged per hour and reviewed annually.

5. Publicity

The Library does not provide advertising for meetings or programs unless the Library is a co-sponsor. Where the Library is not a co-sponsor, groups using the Meeting Room must not imply in any way in their advertising or publicity that the Library Board endorses the group's meeting, aims, policies or activities. The Library address only should appear as the location of the meeting.

All groups or individuals must clearly specify their names in advertisements of meetings being held in Library facilities. The phone number of the group or of an individual should be listed as a source for further information. Copies of promotional material must be presented to the Library prior to release.

6. Failure to Comply

Failure to comply with any of the conditions of the Meeting Room rental agreement may result in refusal of subsequent rental applications.

ⁱ See Procedures: Meeting Room Rental Agreement (amended 2022) and Meeting Room Rental Terms & Conditions (amended 2022)