



Meeting Room Policy

Date of Last Revision: June 19, 2017

Meeting rooms are provided for library sponsored programs/meetings as well as meetings/activities facilitated by the City of Welland and their Boards and Commissions. After these needs are met, the meeting room facilities may be reserved by groups and organizations in accordance with this policy as established by the Library Board.

1. Use of the meeting room by any group or organization does not constitute an endorsement by the Library Board of the group’s policies or beliefs. The Library will not knowingly permit any individual or groups to use its facilities in contravention of the *Criminal Code of Canada*.
2. The meeting rooms cannot be rented for private social functions, fundraising events or bazaars, or for business promotions such as sales of products and services.
3. The Welland Public Library is a non-smoking facility. Alcohol consumption is not permitted in the meeting rooms.
4. All meetings must conclude 15 minutes before the library closes. Meeting rooms may not be available on Sundays or outside of Library hours.
5. Setup for meeting rooms is the responsibility of the renter or renting organization.
6. The room booking will be confirmed upon receipt of payment in full and a completed and signed Application for Rental of Library Meeting Room. Payment can be made by cash, cheque or debit.

Cancellations made at least 48 hours before the booking will be refunded less a \$5.00 administration fee. After that period, no refunds will be given.

7. Rooms are rented on a cost recovery basis. There is a minimum rental rate per four-hour period for each room. Additional fees are applied for rental of library-owned equipment. All fees include HST.

Non-profit organizations will be given a 40% discount off the regular rate. Non-profit organizations charging admission, advertising “admission by donation” or “donation suggested” or fundraising in library facilities will be charged the full rate. Please refer to AD-1.1.1 for rental fees.

8. Meeting Rooms available:

Rooms	Set-up Style/ Capacity	Maximum Capacity	<i>Equipment Included</i>
Main Branch Program Room	Meeting Room with kitchenette	Chairs only 30 Tables & Chairs 24	<i>60” Wall-mounted LED- LCD television monitor</i>

Main Branch Seminar Room	Boardroom Style	Table & Chairs 12	<i>White board</i>
Seaway Mall Branch Program Room (Front)	Meeting Room	Approx.: 4 Tables Approx: 30 Chairs	<i>65" Wall mounted LED-LCD television monitor with whiteboard</i>
Seaway Mall Branch Program Room (Back)	Meeting Room	Approx: 4 Tables Approx: 30 Chairs	<i>65" Wall mounted LED-LCD television monitor with sink and whiteboard</i>
Seaway Mall Branch Undivided Program Room	Meeting Room	Chairs only – 60 Tables & Chairs - 36	<i>Two 65" Wall mounted LED-LCD television monitors with sink and two whiteboards</i>
Diamond Trail Branch Program Room	Meeting Room	Chairs only 30 Tables & Chairs - 20	<i>No equipment included</i>

9. Equipment required to show a DVD, video, or computer presentation is NOT provided by the Library and is the responsibility of the client. The Library does not provide any technical support for use of the Program Room equipment.
10. A representative of the organization must sign a rental agreement stating that they have read the policy and agree to its terms.
11. The Library reserves the right to cancel any bookings on 48 hours notice, at which time a full refund will be made.
12. Federal, Provincial and Municipal laws, by-laws and fire regulations shall be observed at all times.
12. The organization is responsible for any damages to library property incurred while renting a meeting room.
13. Failure to follow this policy, the Welland Public Library Rules, or the terms described in the rental agreement, after one written warning, will result in the cancellation of future room booking privileges.