



4.3 Meeting Room Use

Purpose

The Grande Prairie Public Library allows public use of its meeting rooms to enable:

- Provision of library programs and services to the public.
- Partnerships with community agencies and organizations to provide programming and activities complementary to the Library's goals and objectives.
- Affordable meeting space for use by community members.

Who may rent

The Library Board will not knowingly permit any individual or group to use its facilities for any illegal purpose, including contravention of Canada's *Criminal Code*, the *Canadian Charter of Rights and Freedoms*, or if the Board has reason to fear a disturbance of the public peace.

No renting organization may display, show, or perform any material not appropriately licensed or which is in contravention of Canada's *Copyright Act*.

Library meeting rooms cannot be rented by a business or for-profit organization as their primary operating space.

Persons renting meeting space must be at least 18 years of age.

No special privileges are extended to organizations to which staff members belong.

Charges

GPPL will review room rental fees on an annual basis or as needed.

There is no charge for the use of meeting rooms by groups offering programs in which GPPL is a partner.

Reservations / Cancellations

All outside agencies or individuals must complete GPPL's Room Rental contract as part of the room reservation process.

Advertising / Endorsements

Meeting room use does not constitute endorsement or sponsorship of any program or event by GPPL.

Groups must clearly specify their own names in all publicity and may identify GPPL and its address only as the location of the event. Renters may not use GPPL's logo, give out GPPL's telephone number, or invite potential attendees to contact GPPL for information on the event or program.

No other areas of GPPL may be used for promotion or advertising.

Food and Beverages

Room renters are responsible for arranging their own catering, including delivery and clean up.

Alcohol may be permitted with prior approval by Director for special licensed events.

Damage

The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the facilities.

Permission to use GPPL meeting rooms may be withheld from groups failing to comply with the *Meeting Room Use* policy and from any group that damages the room, carpet, equipment or furniture, or causes a disturbance.

In accordance with GPPL's *Supervision of Vulnerable Library Users* policy, GPPL staff are not responsible for the supervision of children while adults attend meetings.

Schedule A - Room Rental Fees (excluding GST)

Room	Non-Profit Rates	Standard
Rotary Training Room	\$25.00 per hour \$175.00 per day	\$45.00 per hour \$315.00 per day
Rotary Community Room	\$30.00 per hour \$210.00 per day	\$50.00 per hour \$350.00 per day
Willie Janssen Discover Room	\$25.00 per hour \$175.00 per day	\$45.00 per hour \$315.00 per day