

REFERENCE: MISSION STATEMENT

DATE APPROVED: NOVEMBER 12, 2013

DATE AMENDED: October 18, 2021

LAST DATE REVIEWED: Oct. 2021

DATE FOR REVIEW: Oct. 2024

POLICY:

In keeping with its mission, the Galiano Library Society (Library) offers meeting room space at no charge for:

1. provision of Library programs and services to the public;
2. partnerships with community organizations providing programming and activities complementary to the Library's mission statement;
3. public use by groups of gatherings of a civic, cultural or educational nature.

“Meeting room” for the purposes of this document can mean the room itself, the entry, the washrooms, the patio and outside deck.

Meeting room use is:

- open to the public on equal terms to all persons, regardless of their beliefs or affiliations. Use of meeting room does not imply endorsement of organizations' beliefs by the Library;
- subject to the general rules, regulations and policies of the Library and must comply with all federal, provincial, and municipal legislation;
- not to interfere with the regular ongoing functions of the Library;
- managed by the Meeting Room Coordinator who reports to the Board on a regular and as-needed basis.

PROCEDURES

1. The Board sets regulations and conditions for the use of the Meeting Room from time to time. These will be made available to groups at the time of booking. Groups booking the room agree to abide by regulations set for their use. Failure to follow regulations could result in suspension of booking privileges.
2. Applications (by e-mail or phone) are received by the Meeting Room Coordinator and booked on a first-come, first-serve basis. Generally, the room must be booked at least 3 days in advance. The coordinator will maintain the on-line calendar of room bookings, including contact person and room requirements.

3. Library sponsored activities can be given priority in scheduling the use of the meeting room.
4. Use of the library meeting room will be without charge for events that meet the library meeting room use policy above. For those that do not (non-Galiano or for-profit organizations), the program and events committee will set a fee schedule at their first meeting of each year. The meeting room coordinator will pass the information to the library treasurer, who will issue an invoice to the booking party.
5. All organizations or individuals using the meeting room must clearly specify their own names in advertisements of meetings or events held.
6. The booking party is responsible for adequate supervision of the meeting room, setting up, leaving room clean and tidy as found. Booking party is responsible for any damage to the room or its contents. The booking party is also responsible for cancelling the booking with the coordinator if the room is no longer needed.
7. Alcoholic beverages, smoking and candles are not allowed on Library premises.
8. Any signs an individual/group would like to post in the Library must conform to posting criteria as noted on bulletin board.
9. The Library must not be mentioned as an event sponsor or as endorsing an event unless previously approved by the Library Board. Use of the Library logo also requires Library Board approval. Advertising of the meeting or event must not imply endorsement by the Library of the content of the program or event. In some cases the Library may request sponsorship on publicity items.
10. Storage facilities will not be provided for any organization without prior approval of the board.
11. The Meeting Room is designed to be used for relatively quiet pursuits and is not suitable for events generating undue noise, particularly during library hours. The outer deck cannot be booked during library hours.
12. The Library reserves the right to limit attendance.
13. Movies shown and music played must have the appropriate public performance rights (PPR). Obtaining the license and all applicable fees are the responsibility of the booking party. Proof of public performance rights shall be provided to the Library prior to the event date.
14. The booking party assumes responsibility for all personal injury as well as for all damage to Library facilities resulting from the use of the Library for its activity.
15. No material may be posted on the painted walls or doors. Any cleaning of, or repairs to, the walls as a result of booking party's actions will be charged.

- 16. The Library Board reserves the right to refuse an application or cancel a rental if such a rental represents a violation of library policy. If the Library cancels a rental, the booking party will receive a refund of all monies paid.
- 17. All organizations or individuals must read and complete the meeting room application form. The application must be signed by one person from the group who will be responsible for complying with policy and procedures.

INDEMNITY

- 18 The booking party agrees and does hereby wholly indemnify and save harmless the Galiano Library Society, Board members, and volunteers from and against all claims, demands, suits, actions, liabilities, proceedings, costs and expenses, personal injury including death and loss or damage to property by whosoever brought, incurred, or made and howsoever arising, whether directly or indirectly from use by all persons using the facility through invitation, contract or otherwise of or with the rental agreement, except to the extent that any damage, loss or injury is caused by the negligence of the Library Society. the booking party is responsible for any loss or damage to materials or equipment owned or rented by individuals/groups using the meeting rooms.

Approved (Signature) Board Chair

DATE: _____