

New Westminster Public Library Policy

Section:	Library Services	Policy Number	D7
Policy Title	Public Meeting Rooms	Approval Date:	August 19, 2011
		Revision Date:	May 27, 2014
			September 2024

Purpose

This policy provides guidelines in the provision of library meeting space to members of the public. The policy specifically aims to identify the guidelines, priorities and terms of use of meeting space across all Library branches.

Scope

This policy applies to all bookable meeting spaces at any branch of the New Westminster Public Library.

Guiding Principles

Library policy regarding meeting rooms is guided in part by the Library's Mission, Vision, Values and Strategic Plan. Foundational to this policy is equitable and inclusive access for all, in alignment with library values for anti-racist, anti-oppressive practice. This policy is also guided by all applicable legislation and bylaws, including but not limited to the Criminal Code of Canada, the BC Human Rights Code, and any Public Health Orders that may be in effect at the time of an event or meeting.

Policy

Authority

Under the Library Act [RSBC 1996] Chapter 264, the Library Board delegates to the Chief Librarian or their designate the authority to manage use of meeting rooms and spaces at the Library, including the ability to book, amend, refuse, or cancel any booking at any time.

Priority of Use:

The Library's meeting rooms are primarily for meetings or programs sponsored or co-sponsored by the Library. Under certain conditions, when the rooms are not required for these purposes, they are offered to residents of the City of New Westminster, free of charge, for those conducting activities of an educational, cultural, or civic nature. Due to the high demand for the free meeting spaces available, the library will review requests based on a number of factors, including the frequency, recurrence and volume of meetings requested.

Use of meeting rooms will not be granted to individuals, commercial agents or commercial organizations intending to conduct sales, lotteries, or gaming activities, nor to those who would engage in activities that would lead to sales, lotteries or gaming, with the exception of authorized events. Authors or creators of literary works may sell copies of recent publications upon prior approval of the Chief Librarian or their designate.

Use of meeting rooms will not be granted to any individual or organization where it is determined that the proposed activity or event that would promote racism, discrimination, hate violence and also be in contravention of any laws or regulations, including the promotion of hate speech, in contravention of law as defined by the Criminal Code of Canada or the BC Human Rights Code. Meeting room use shall also be subject to any local Public Health Orders, bylaws or regulations that may be in effect at the time of a meeting or event.

Use of library spaces or meeting rooms shall not imply the Library's endorsement of any group, its actions, beliefs or activities, and no advertising, publicity or communications to those granted use of library meeting rooms shall imply library endorsement of any group, its actions, beliefs or activities.

Use of Meeting Rooms:

Information describing how to access and request use of specific meeting rooms will be available online through the library website. Arrangements can be made to make this information available in print.

Where indicated, booking of a meeting room may require submission of a completed application form (see Supporting Documents), followed by the signing of a Terms of Use agreement (See Supporting Documents) by the individual requesting use of the space.

The library reserves the right to request more information than that submitted to verify that the intended use of library space will comply with the Library's Meeting Rooms Terms of Use.

Those who book rooms or spaces must agree to abide by the Meeting Rooms Terms of Use by signing a Room Booking Agreement. Failure to follow the terms of use may result in cancellation or suspension of booking privileges.

Where requests for use of meeting rooms require signed agreements, bookings are not considered confirmed until the requestor has received approval in writing, from the Library.

Bookings made by an individual or include an individual who has been excluded from access to the library by request of the Chief Librarian or their designate, will not be permitted to book or attend meetings or events at the library.

Booked events or meetings must take place within Library open hours as indicated on the library website. Any request for bookings outside of normal operating hours will only be granted through express permission of the Chief Librarian or their designate, and may result in charges for any extra staffing and security as may be required and deemed necessary by the Chief Librarian or designate.

The Library does not permit use of meeting rooms for permanent, recurring activities outside of library programs, services, events or co-sponsored library services, programs or events. In order to provide as much equitable access to meeting rooms a limit on the number of repeat bookings by the same individual or group may be imposed.

Library staff will have free and open access to all spaces and rooms within the library at all times and may attend any event or meeting held on library premises free of charge, for the purpose of responding to any concerns raised regarding adherence to the library's meeting rooms Terms of Use.



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A decision to cancel, reschedule or otherwise amend a room booking is at the sole discretion of the Chief Librarian or their designate. This decision can be reviewed by the Chief Librarian though they reserve the right to make a final decision.

The library reserves the right to make changes to this policy, and related documents without notice, due to any emergent operational or situational needs that may arise. This decision will be made by the Chief Librarian in consultation with the Library Board.

Supporting Documents

1. Meeting Room Request Form
2. Terms of Use Agreement