



New Westminister Public Library Policy Manual

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

Purpose

The Library's two meeting rooms (the Auditorium and the Plaskett Room) are available for groups at no charge to achieve the goals of increasing community awareness of the Library and to provide this community with a variety of informational, educational and cultural programs.

Conditions

The Library's meeting rooms are primarily for meetings or programs conducted initiated or co-sponsored by the Library. Under certain conditions, when the rooms are not required by the Library, they will be made available free of charge to New Westminister organizations for meetings and public programs of a scientific, artistic, literary, civic or educational nature provided these are not for commercial purposes.

Meeting rooms may not be used by political or religious groups, nor by commercial organizations for introductory meetings intended to lead toward future financial gain.

Permission for the use of the meeting rooms does not imply Library endorsement of the users, their beliefs, or their activities.

Public use of these rooms is intended for meetings and educational purposes. Recreational activities will not be permitted.

The Board sets regulations and conditions for the use of these rooms from time to time. These will be made available to groups at the time of booking. Groups booking rooms agree to abide by regulations set for their use. Failure to follow regulations will result in suspension of booking privileges.

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Priority of Use

To achieve the most effective use of rooms and to ensure that local interests are properly served, the following priorities have been established:

Auditorium

- Programs sponsored, co-sponsored or initiated by the Library
- Information events for the City of New Westminister
- Public programs of a broad general nature sponsored by New Westminister organizations or groups
- Public events sponsored by single interest groups
- General meetings of New Westminister organizations or groups
- Others

Plaskett Room

- Library Board and staff meetings or training
- City of New Westminister staff meetings or training
- Meetings and programs sponsored, co-sponsored or initiated by the Library
- Meetings of New Westminister organizations or groups
- Others