
3.06 – Public Meeting Rooms

POLICY STATEMENT

The Coquitlam Public Library provides meeting room space to facilitate Library administration, programs, and events. When not needed for Library business and operations, outside rentals are permitted to provide the community with access to space for meetings, events and programs.

Permission to use Library space does not imply any endorsement of the aims, positions or policies of any group or individual by the Library or the Coquitlam Public Library Board.

PERSONS AFFECTED

Coquitlam Public Library Employees
Coquitlam Public Library Patrons

RESPONSIBILITIES

The Board delegates the creation and operation of Public Meeting Room functions to the Executive Director, as the Executive Director is responsible for the management of the Library.

The Executive Director will create Public Meeting Room policies that meet the requirements of the Libraries Act, Federal and Provincial legislation, the Collective Agreement and any relevant Board policies to ensure Public Meeting Room policies reflect the mission and core values set by the Board.

REFERENCES

- Library Act of British Columbia [RSBC 1996] Chapter 264

FEE SCHEDULE

There is no charge for the use of meeting rooms by the Friends of the Coquitlam Public Library Society, the City of Coquitlam, approved Coquitlam Public Library partners, or community organizations hosting an event, program or meeting in collaboration with Coquitlam Public Library.

Separate rental and fee schedules have been set for non-profit and commercial organizations. The rental and fee rates for non-profit organizations are based on cost-recovery, while the rates for commercial groups reflect market rates.

Damage to meeting rooms or cleanup required following usage will be charged to the renter on a cost-recovery basis.

(see meeting room fee schedules, below)

WAIVING FEES

Non-profit groups may have one meeting room rental charge per month waived, at the discretion of the Executive Director or designate. Room rental fees will only be waived for programs that are open to the general public, are intended to provide a benefit to the community as a whole, and are of a civic, educational, cultural or social nature.

Rental fees are not waived or reduced for commercial businesses, classes and private events where the public is not permitted to attend, or meetings, fundraising events, classes, programs and events where donations or a fee are required for entry or participation.

CONDITIONS OF USE:

1. All groups and individuals renting space from the Library must agree to the terms and conditions of use.
2. All activities and programs conducted in Library buildings and all persons using the meeting rooms are subject to the general rules and regulations of the Coquitlam Public Library Board.
3. The renter and/or the program presenter will agree to comply with all federal, provincial and municipal legislation during the course of their rental/program, including the Criminal Code of Canada and the Human Rights Act of British Columbia.
4. The Library reserves the right to approve, refuse or cancel bookings at the discretion of the Executive Director.
5. Activities held in the meeting rooms that may interfere with the normal business of the Library shall not be permitted without the express approval of the Executive Director. Approval may result in the additional fees or conditions related to reducing the interference, at the discretion of the Executive Director.
6. Room rentals outside of Library operating hours may be approved by special arrangement with the Executive Director. Additional fees may apply.
7. No gaming or fundraising events shall be held without prior approval from the Executive Director.
8. No liquor shall be served during room rentals without prior approval from the Executive Director.
9. The Library logo shall not be used on any publicity or promotional material without prior approval from the Executive Director.

**PUBLIC MEETING ROOM FEE SCHEDULE
MARCH 2018**

All meeting rooms are accessible, with free parking provided in adjacent lots. Maximum room occupancy reflects theatre style seating. Where requested, room setup will be charged at cost-recovery rates.

Room	Location	Non-profit rate	Commercial rate	Room Equipment
Nancy Bennett Room	Poirier	\$25/hour - \$150 per 8 hour day	\$50/hour - \$300 per 8 hour day	<ul style="list-style-type: none"> 24' X 32' (768 sq. ft.) Accommodates 40-50 people (depending on seating arrangements) Chairs and round or oblong tables available Whiteboard, ceiling mounted projector/screen and audio/microphone available Sink, running water and counter area
Board Room	Poirier	\$15/hour - \$75 per 8 hour day	\$25/hour - \$150 per 8 hour day	<ul style="list-style-type: none"> Accommodates 20 people around oblong boardroom table Whiteboard available Sink, running water and counter area
Room 8	Poirier	\$10/hour \$50 per 8 hour day	\$20/hour - \$100 per 8 hour day	<ul style="list-style-type: none"> Accommodates 8 people around 1 oblong table Whiteboard available
Computer Lab	Poirier	\$25/hour \$75 per 8 hour day	\$50/hour - \$150 per 8 hour day	<ul style="list-style-type: none"> 8 individual computer stations Ceiling mounted projector/screen available For e-learning sessions only
Room 136 - Coquitlam Foundation Room	City Centre	\$40/hour \$225 per 8 hour day	\$60/hour \$350 per 8 hour day	<ul style="list-style-type: none"> 5' X 28' 5" (712.5 sq. ft.) Accommodates 40-60 people (depending on seating arrangements) Whiteboard, audio/microphone and ceiling mounted projector and screen available
Room 137	City Centre	\$40/hour \$225 per 8 hour day	\$60/hour \$350 per 8 hour day	<ul style="list-style-type: none"> 5' X 28' 5" (712.5 sq. ft.) Accommodates 40-60 people (depending on seating arrangements) Whiteboard, audio/microphone and ceiling mounted projector and screen
Room 136/137 combined	City Centre	\$60/hour \$350 per 8 hour day	\$100/hour \$550 per 8 hour day	<ul style="list-style-type: none"> Rooms can be opened into one large space Accommodates 80-120 people (depending on seating arrangements) Ceiling mounted projectors can be paired to broadcast video/audio simultaneously
Room 127	City Centre	\$30/hour \$180 per 8 hour day	\$50/hour \$300 per 8 hour day	<ul style="list-style-type: none"> 25' X 21' (525 sq. ft.) Accommodates 25-45 people (depending on seating arrangements) Whiteboard and ceiling mounted projector and screen available
Board Room	City Centre	\$20/hour - \$125 per day	\$35/hour \$210 per 8 hour day	<ul style="list-style-type: none"> Accommodates 15 people around circular boardroom table Whiteboard and ceiling mounted projector and screen available Sink, running water and counter area
Computer Lab	City Centre	\$45/hour \$240 per 8 hour day	\$75/hour \$400 per 8 hour day	<ul style="list-style-type: none"> 15 individual computer stations For e-learning sessions only Whiteboard and moveable projector and screen

Facility Rental	City Centre or Poirier	By arrangement	<ul style="list-style-type: none"> Entire facility available after hours for special events/conferences – by arrangement with Executive Director
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REVISION HISTORY

Repealed: Public Meeting Rooms, Section M-3	Issued: July 1, 1994, Repealed June 2014
Date of Reissue: June 2018	Revised: February 1994, May 2009, October 2010, May 2013, October 2013, February 2014, July 2018
Next Review: September 2022	Approved By: Executive Director