

## **PUBLIC MEETING ROOM REGULATIONS FEBRUARY 2014**

- Bookings will be accepted by email at [roombookings@library.coquitlam.bc.ca](mailto:roombookings@library.coquitlam.bc.ca)
- **Local** community not-for-profit groups of a civic and cultural nature may book these rooms free of charge for meetings, programs and/or other events, provided they meet all the conditions listed below.
- **Commercial and other private groups may book the rooms on the following fee basis:**
  - Nancy Bennett Program Room Poirier Library - \$50/hr or \$300/8hr day
  - Board Room Poirier Library - \$20/hr or \$120/8hr day
  - Meeting Room #8 Poirier Library - \$10/hr or \$60/8hr day
  - Meeting Rooms: Coquitlam Foundation Room #136 & Meeting Room # 137 City Centre Library. \$50/hr or \$300/8hr day
  - Meeting Room #127 City Centre Library - \$35/hr or \$210/8hr day
  - Computer Lab City Centre Library - \$75/hr or \$450/8 hr day

This fee must be paid no later than one day prior to the start of the meeting/program. A full refund less a ten percent administration fee will be issued if a cancellation request is received no later than one day prior to the date(s) booked.

- All not-for-profit organizations are limited to one room booking per month at no charge. A second room booking in the same month will be offered if available, at the regular room rate. These rooms cannot be booked more than 3 months in advance. Commercial and private groups will be allowed no more than two bookings per month, which may not be booked more than 3 months in advance. Requests for more than two monthly bookings per month must be pre-approved by the Board.
- Admission charges or solicitations for donations may only be charged if the group clearly publicizes that they do so for the benefit of their organization only.
- Meeting rooms are only available during regular library hours and must be vacated 15 minutes before closing.
- Each room is furnished with a whiteboard. Limited electronic equipment is available upon room booking request. Any damage to equipment will be the sole responsibility of the organization booking the room and maybe charged accordingly for repairs and/or replacement.
- The booking organization is responsible for setting up their own equipment and remedying any technical problems encountered.
- The library is not responsible for items left in the room.
- The library cannot provide storage space for supplies.
- The library's address may not be used to receive mail, nor can staff accept phone messages for group members.
- All chairs and tables must be set up and cleared away by the group, and all clean up must be done before leaving.

### **DESCRIPTION OF AVAILABLE ROOMS**

#### **City Centre Branch (3) Meeting Rooms (1169 Pinetree Way)**

- Seats approximately 45 -60 people
- Chairs and tables available
- Parking available in library lot on 2<sup>nd</sup> floor

#### **City Centre Branch Computer Lab (1169 Pinetree Way)**

- 15 individual computer stations
- Chairs and tables available for seating 15
- Parking available in library lot on 2<sup>nd</sup> floor

#### **Poirier Branch Board Room (575 Poirier Street)**

- Seats 15-20 people around one large board table
- Has sink, running water, and counter area.
- Parking available in library lot

#### **Poirier Branch Nancy Bennett Program Room (575 Poirier Street)**

- Seats approximately 50 people
- Chairs and round tables or oblong tables available
- Has sink, running water, and counter area
- Parking available in library lot

#### **Poirier Branch Meeting Room #8 (575 Poirier Street)**

- Seats approximately 8 people around a small board table
- Parking available in library lot

**TERMS AND CONDITIONS OF USAGE  
COQUITLAM PUBLIC LIBRARY MEETING ROOMS**

1. For the purposes of this license, the following interpretations apply:
  - a. **Licensee** - the renter, either/and individual or group including employees and agents
  - b. **Licensor** . the Coquitlam Public Library, its employees and agents.

It is understood and agreed that the Licensee and all agents and employees of the Licensee are not and shall not be deemed to be agents or employees of the Licensor.
2. While this license grants to the Licensee a right to use the facilities as outlined herein, the facilities remain in all other respects under the control and in the possession of the Licensor. This license does not grant to the Licensee any estate or interest in the facilities. **The Licensor therefore retains the right to cancel this license at any time without refund of any fees paid and will do so if in the opinion of the Licensor any of the following events occur:**
  - a) unsatisfactory conduct by the Licensee or its invitees;
  - b) damage to the premises or to any facilities therein by the Licensee or its invitees;
  - c) scheduling or special events which the Licensor deems to be of priority;
  - d) failure of the Licensee to comply with any conditions of the license;
  - e) failure of the Licensee to pay in full.
3. The Licensee shall:
  - a) indemnify and save harmless the Coquitlam Public Library, its agents and employees, from any and all claims, liabilities, obligations and costs which arise out of or are in any way connected with the use by the Licensee of the facilities or which arise out of or are in any way connected with a breach by the Licensee of any of the terms and conditions contained in this license;
  - b) comply with all Provincial and Municipal regulations with respect to the dispensing and consumption of food and alcohol and shall obtain the required licenses and permits from the Provincial authorities and shall display same prominently at the function;
  - c) be responsible for advising all attendees of the house rules and regulations and ensure that all regulations are posted;
  - d) provide a competent and trustworthy adult who will personally undertake to be responsible for the due observance of regulations governing the premises;
  - e) exercise the greatest care in use of the facility and adjacent premises;
  - f) report all damage immediately to the administration department;
  - g) indemnify the Licensor for the total cost of any and all damage to any real or personal property of the Licensor arising out of or in any way connected with the use of the facility by the Licensee, or arising out of or in any way connected with any breach of the terms and conditions of this license;
  - h) when required, to provide to the Licensor, for approval prior to the event, a floor plan showing seating, booths, tables, etc.;
  - i) use only the premises named in this license for the time listed thereon;
  - j) not permit any other group or organization not named on this license to use said premises without the authorization of the Coquitlam Public Library;
  - k) keep and maintain the facility in a clean and tidy condition at all times and be responsible for leaving the premises clean. Failure to do so will be deemed failure to perform and will result in an additional fee for maintenance deducted from the performance deposit;
  - l) provide and pay the full cost of such personnel as shall be necessary to ensure the proper and safe use of the said facilities:
4. All equipment, displays, goods and chattels of the Licensee brought onto or into the said facilities shall be the sole responsibility of the Licensee and the Licensee shall save the Licensor harmless from any liability which may arise by virtue of any damage to or loss of such equipment, displays, goods and chattels from any cause whatsoever.

