

## Public Meeting Room Regulations – Coquitlam Public Library

Revised- July 2018

### Renting a Meeting Room

- Room rental requests will be accepted via our online room booking software. All rental requests will be required to accept the Library's terms and conditions of usage.
- A personal or institutional library card that is valid with the Coquitlam Public Library is required to make a room booking.
- Questions about room rentals should be directed to [roombooking@coqlibrary.ca](mailto:roombooking@coqlibrary.ca)
- All room rental inquiries will be responded to within three business days.
- Room rental requests that require furniture setup and takedown will be charged a fee. Setup requirements must be indicated at time of booking.
- Groups setting up their own furniture and equipment should add adequate time to the beginning and end of their booking.
- All room rentals must end at least 15 minutes before the Library closes. Rentals exceeding their booked time will be charged an additional fee.
- Meeting rooms may be rented up to 3 months in advance.
- Room rentals are not intended to support ongoing programs or events (e.g. weekly or daily classes). Requests for rentals of this nature require special approval from the Executive Director or designate.

### Non-profit and Commercial Rentals

- Non-profit organizations must meet the following conditions to qualify for the reduced rate.
  - Exist for charitable, educational, cultural or civic purposes
  - Be based in the Tri-Cities, or primarily serve the Tri-Cities community
  - Must not require a donation or fees for participation in or attendance at the program
- Commercial organizations are defined as all other organizations and individuals that do not meet the non-profit criteria, including private groups.
- The Library will collect sufficient information at time of booking to determine the status of a rental. Insufficient information will result in a group being charged as per the commercial fee schedule, or refusal of the booking. The Library's decision on the status of any given group or rental booking is final.

## Fees and Payment

- Individuals and organizations may rent rooms based on the fee schedule indicated in the Library's Meeting Room Policy.
- For paid rentals, an invoice will be issued within 3 business days of your room confirmation.
- Payment for room bookings may be made in person at any Library location or by phoning the Help Desk at 604-937-4141. The Library accepts most major credit cards, direct debit, and cash.
- Fees must be paid in full at least 3 days prior to the room rental. Unpaid fees will result in cancellation of the rental booking.
- Room rental fees are fully refundable up to 3 days in advance of the rental. Room rental cancellations less than 3 days prior to the rental are non-refundable.
- Fees for room setup must be paid in full at least 7 days prior to the room rental.
- Room setup fees are fully refundable up to 7 days in advance of the rental. Room setup cancellations less than 7 days prior to the rental are not refundable.
- Additional charges may apply if cleanup or damage repair is required.
- Non-payment of fees by the due date may result in cancellation of the rental.
- Individuals and organizations with unpaid fees will not be permitted to create additional room bookings before their account is settled.

## Fee Waivers

- Non-profit groups may apply to have one meeting room rental fee waived per month under the following conditions:
  - The organization must meet the criteria for non-profit groups, above
  - The meeting or event must be of a civic, educational, cultural or social nature
  - The meeting or event must be free – no fundraising, donations or fees for admission/participation shall be collected. Sales presentations and solicitations for business purposes are not permitted.
  - The meeting or event must be open to the general public, and cannot be restricted to the membership of the group. A member of the public that sees the meeting taking place may enter and participate. Exceptions to this requirement may be granted, at the Library's discretion.
  - Organizations must apply for a fee waiver at least 7 business days in advance of their booking.

## Room Access and Use

- To access your room at the time of rental, please speak to our Help Desk staff. They will open the meeting room, and show you where stacked chairs and tables can be found. Any applicable payments must be made before room access will be granted.
- Room setup and takedown is the responsibility of the renter, unless this service has been booked and paid for in advance. Failure to stack and put away chairs and tables will result in a cleaning fee.

- Some rooms include technology for public use (please see room details for list of available technology). Staff are unable to assist with technical setup and technical issues at the time of rental.
- Technical setup appointments may be available when requested at least 14 days in advance of your rental. These appointments are recommended to ensure your technology can be successfully connected during your program. To request a tech appointment, email [roombooking@coqlibrary.ca](mailto:roombooking@coqlibrary.ca) at least 14 business days in advance of your rental.
- Hot food, alcohol, and activities likely to cause excessive mess are prohibited except with special permission of the Executive Director.
- The Library is not able to provide office supplies or equipment such as flip charts/paper, pens, etc.
- Equipment cannot be stored by the Library before or after a rental.
- Rooms must be vacated at least 15 minutes before the Library closes.

**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.