

### **3.06.000 – PUBLIC MEETING ROOMS**

#### **POLICY STATEMENT**

The Coquitlam Public Library provides meeting room space for 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.

Renting a library space does not imply the Library or the Coquitlam Public Library Board endorses the views, policies, or objectives of any individual or group.

The Library follows the Canadian Federation of Library Associations' Statement on Intellectual Freedom (Policy 4.08.000) and will apply these principles to meeting room usage. The Library upholds the right of any individual or group to criticize the use of meeting rooms, but they do not have the right to limit freedom of choice for others.

#### **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  
Policy 4.08.000 – Intellectual Freedom

#### **ELIGIBILITY & FEES**

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

Non-profit groups may receive one free meeting room rental per month. To qualify for the fee waiver, the program must:

- be open to the general public
- provide a benefit to the community as a whole
- be civic, educational, cultural or social nature

Rental fees will not be waived or reduced for:

- Commercial businesses,

- Private classes and events that do not allow public attendance
- Meetings, fundraisers, classes, programs, or events that require a fee or donation for entry or participation
- Activities that are likely to pose a safety risk to event attendees, library staff, or the public, or that are likely to cause misuse or damage to Library property
- Activities that unreasonably disrupt Library operations or hinder others from lawfully using the space, when no alternative location or scheduling solution is available

The Library may deny or cancel a meeting room or facility booking, if it reasonably believes that the proposed use is likely to or will involve any of the prohibited activities identified above. Additionally, the library reserves the right to decline bookings that conflict with its Fee Waiver policy. Any damage to meeting rooms or necessary cleanup required after use will be charged to the renter on a cost-recovery basis.

*(for fee structure, refer to the Public Meeting Room Fee Schedule, attached to this policy)*

### **CONDITIONS OF USE:**

All groups and individuals renting space from the library must agree to the terms and conditions of use:

1. All activities, programs, and individuals using library meeting rooms must adhere to the general rules and regulations of the Coquitlam Public Library Board.
2. The renter and/or the program presenter must 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.
3. Permission to use a room does not imply the library's endorsement of any group, individual, or their activities.
4. Library staff must have access to the room at all times for the purpose of auditing or reviewing compliance with the Library policies.
5. The library reserves the right to approve, refuse, or cancel bookings at the discretion of the Executive Director.
6. The library may deny or cancel a booking or terminate an event that poses a risk to the safety or security of staff or the public.
7. Activities in meeting rooms that could disrupt normal library operations are not allowed without explicit approval from the Executive Director. If approved, additional fees or conditions may be applied to minimize disruptions at the Executive Director's discretion.
8. Room rentals outside of library operating hours may be approved by special arrangement with the Executive Director. Additional fees may apply.
9. No gaming or fundraising events shall be held without prior approval from the Executive Director.
10. No liquor shall be served during room rentals without prior approval from the Executive Director.
11. If prohibited activities occur during an event, the Executive Director or a delegate may terminate the event.
12. The library logo shall not be used on any publicity or promotional material without prior approval from the Executive Director.

### **ATTACHMENTS**

**Attachment A: Public Meeting Room Fee  
Schedule**Public Meeting  
Room Fee Schedule.**REVISION HISTORY**

<b>Issued:</b>	May 2025	<b>Revised:</b>	September 2021 May 2025
<b>Repealed:</b>	Public Meeting Rooms, Section M-3	<b>Reviewed:</b>	
<b>Next Review:</b>	June 2028	<b>Approved by:</b>	Executive Director