

## YUKON PUBLIC LIBRARIES

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SUBJECT	POLICY NUMBER	EFFECTIVE DATE
Meeting Rooms - Whitehorse Public Library	13	Sept 2016 <b>REVIEWED:</b> Sept 2012, Mar 2014, Jul 2016

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### POLICY STATEMENT

The Whitehorse Public Library Meeting Rooms (referred to below as “the room(s)”) are available for use by community groups and government when not needed for library use.

To ensure equitable access, the rooms are available in order of priority:

- a) Yukon Public Libraries programs, events, meetings, workshops and similar activities
  - This policy does not apply to library activities.
- b) Yukon community not-for-profit organizations and government departments (referred to below as “groups”)
- c) Other uses as approved by the Director, Public Libraries Branch.

### Room availability

1. The rooms are available for use during library hours: All activities must be completed at least 5 minutes prior to library closing with rooms restored to original condition and keys returned.
2. Groups fewer than 22 people (seated) or 25 people (standing) can book one of the small rooms, Lupine or Fireweed, separated by a partition wall. Larger groups with a maximum of 44 people (seated) OR 50 people (standing) can book the whole space (Lupine and Fireweed combined, without the partition). Smaller groups may book the whole space on a case-by-case basis at the discretion of library staff, and if both of the meeting rooms are available.
3. The rooms are available on a first-come, first-served basis for uses as described above. Groups may book the rooms up to TWO months in advance for up to eight hours/day. Groups may have a maximum of TWO bookings at any one time.
4. The library reserves the right to cancel or change bookings when the space is needed for library use or is unavailable due to events out of the control of the library, including closures. Advance notice will be given and alternate arrangements offered wherever possible.

### Room bookings

5. Prior to making any bookings, a “library meeting room use agreement” must be completed by an individual of legal age who can speak for the group and who will be responsible for the use of the room.
6. Once the agreement is approved by the Librarian in Charge at the reference desk, a group may make bookings as described above. Bookings are accepted at the reference desk, by phone 667-3668, or e-mail to [Whitehorse.library@gov.yk.ca](mailto:Whitehorse.library@gov.yk.ca).
7. Before a booking starts, the group’s representative must sign in at the reference desk to receive a room key. At the end of the booking, the group must return the key to the reference desk and sign out.
8. Groups are requested to contact the library if they will be late or no longer need their booking. If a group fails to arrive within 15 minutes of the start of a booking, the booking may be cancelled by the Librarian in Charge. Repeat “no shows” by a group may affect future bookings by that group.

### Conditions of use

9. The rooms are available for public use free of charge. The rooms cannot be used for any business or commercial purposes. Groups cannot profit from any use of the rooms.

“No public property shall be made available to an individual person where the use of the public property involves any collection money, charge for admission or the sale of goods and services.” [Financial Administration Act O.I.C. 1984/208 Public Property Regulations 4. (1)]

10. This regulation may be waived at the discretion of the Director, Public Libraries Branch, to allow groups to cover reasonable expenses for public meetings.
11. Smoking is prohibited on the premises.
12. Alcohol is prohibited on the premises.

"No public property shall be made available to any individual person or organization where the use of such property involves the consumption or sale of alcoholic beverages." [Financial Administration Act O.I.C. 1984/208 Public Property Regulations 4. (2)]

13. Use of the rooms shall not disturb other users of the library.
14. Groups are responsible for all individuals in the rooms and will manage arrivals and departures including washroom access for their participants.

### **Safety Procedures**

15. Users are responsible for ensuring that maximum room capacities are not exceeded.
16. Emergency and evacuation procedures as established by the library must be followed. The designated emergency exit from the rooms is through the entrance doors to the library main entrance, not from the exterior doors to the patio.
17. No alterations to the rooms including blocking exits are permissible.
18. There is no access through the exterior doors to the patio.

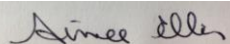
### **Amenities and Condition**

19. Room Lupine contains a counter, sink and whiteboard (which may be used as a screen) – room Fireweed has a retractable screen only. Paper and other supplies are not provided. Groups are responsible for proper use of equipment. The library will assist as staffing permits.
20. Computer and audio visual equipment may be available by request when the booking is made. WIFI usage can be provided, as per the Library's current Internet access and WIFI services parameters.
21. Use of food and drink is permissible. Groups must make their own arrangements for catering and other services. The library is unable to offer any reception services, including receiving catering delivery. Groups shall dispose of paper, garbage, dishes, food etc. and make sure the kitchen area is clean and tidy.
22. Groups using the rooms must leave them in a clean and orderly condition for the next user. Tables and chairs must be returned to original configuration. If the rooms are not in a clean and orderly condition at the beginning of a booking, the group shall notify the reference desk immediately.

### **Conduct**

23. Groups using the rooms must be aware of and agree to this policy. Groups who do not follow this policy may be blocked from making future bookings. This includes failure to vacate the rooms on time, failure to leave the rooms in the original condition and no shows. Any damage to library property shall be the responsibility of the group.
24. The Director, Public Libraries Branch is authorized to amend or waive these procedures as required.

### **Approved:**



October 5, 2016

Director, Public Libraries Branch

Date