

**TITLE:** Meeting Rooms **POLICY:** A-1029

**AUTHORITY:** Chief Executive Officer

**RELATED BOARD POLICY:** Meeting Rooms (B-2006)

**Effective:**  
November 8, 2000

**Reviewed:**  
April 27, 2020

**Revised:**  
October 14, 2020

## ADMINISTRATIVE PROCEDURES

### Purpose

Edmonton Public Library meeting rooms, theatres and event spaces (“Spaces”) are made available to the general public when such use does not interfere with other Library services and activities. The purpose of this policy is to establish priorities and conditions of use for EPL’s Spaces by the public.

### Roles and Responsibilities

#### ***Executive Team***

1. Reviews and brings forward to the Board of Trustees recommendations for changes to the [Board’s Meeting Rooms](#) policy.
2. Establishes room and equipment fee schedule and adjusts rates based on review every three years of public/private sector trends and operational costs.
3. Establishes terms and conditions and regulations for meeting rooms and event space use.

#### ***Executive Director, Shared Services and Chief Financial Officer***

1. Establishes standard meeting room booking contract and regulations (rules of use) and updates, as required, to reflect changes to relevant legislation, Library policies and procedures. Seeks input from Directors, Branch Services, Director, Financial Services and Director, Facilities and Operations.

#### ***Service Point Manager or Designate***

1. Administers meeting rooms, theatres, and event space rentals in accordance with established policies and procedures, including screening meeting room

requests, collecting signed meeting rental contracts by all groups who have booked a meeting room or event space, and waiving fees as set out in the guidelines approved by the Executive Team.

2. Provides feedback regarding the adequacy or effectiveness of the contract and regulations to the Directors, Branch Services, as required.

### **Meeting Room Use Categories**

There are two main uses of Spaces at EPL: 1) meeting rooms and 2) theatres and event spaces.

#### **Meeting Rooms**

When not in use for the provision of other Library services, the meeting rooms at EPL service points are available for Not-For-Profit or Private /Commercial short-term rental. Meeting room rentals are made available to individuals and groups whose primary purpose is the promotion of cultural, educational and community activities.

#### **Theatres and Event Spaces**

EPL has designated Spaces that accommodate large events. When not in use for the provision of other Library services, these Spaces are available for Not-For-Profit or Private /Commercial short-term rental. Theatres and event spaces are made available to individuals and groups whose primary purpose is the promotion of cultural, educational and community activities.

The following Event spaces are available at EPL:

- Whitemud Crossing Branch Theatre
- Muttart Theatre, Stanley A. Milner Library
- Community Room 1 & 2, Stanley A. Milner Library
- Learning Loft 1, 2 & 3, Stanley A. Milner Library

#### **1. Priority for the use of these Spaces is as follows:**

1. Library programs & events and co-sponsored programs and events;
2. Library-related groups;
3. Not-For-Profit community groups and organizations;
4. City of Edmonton departments, agencies, boards and commissions;
5. Charitable organizations;
6. Others; e.g. individuals and, commercial or private groups.

#### **2. Fees:**

There are two fees categories: (1) Not-For-Profit; and (2) Commercial/Private. The fees for meeting room rentals are specified in Appendix 1 and are due upon receipt of the signed EPL Facility Rental Contract.

Meeting Room rental fees and related equipment are waived for

- Edmonton Public Library Partners, (official partners with MOU's)
- Community organizations collaborating with library staff,
- City of Edmonton, or
- Library Associations and organizations

Theatre and event spaces and equipment rental fees will be waived for events in collaboration with the Library.

Additional fees, such as those for theatre technician, or extra security required for events with expected attendance over 100 people, may be required and will be communicated prior to finalizing the booking.

### **3. Conditions of Use:**

1. Permission to use EPL Spaces does not imply any endorsement of the aims, policies or activities of any group or individual;
2. Use of Spaces must be conducted in a manner consistent with the Library's Customer Conduct Policy, and according to the Terms and Conditions and Regulations, as they may be amended from time-to-time;
3. No entrance or admission fees may be charged unless authorized by the CEO and only for events that align with the Library's Mission, Vision and Values;
4. Charitable fundraising and associated event activities (silent auctions, raffle tickets, galas, etc.) are not permitted on Library property unless authorized by the CEO;
5. Library staff must have access to Spaces at all times and may attend free of charge any event, meeting or course held on Library premises for the purpose of auditing or reviewing compliance with Library policies and the Terms and Conditions and Regulations;
6. Birthday parties, receptions, weddings and similar social events may be accommodated in designated locations, subject to the Terms and Conditions;
7. Sales of goods are not permitted unless authorized by the CEO except for:
  - i) food and non-alcoholic drink refreshments sold at theatres;
  - ii) books sold at author readings or book signings

### **4. Please see Board Policy for Prohibited Activities & Limitations on Use**

## **Definitions:**

### **Not-For-Profit**

Not-For-Profit organizations exist for charitable, educational, cultural or other civic/humanitarian purposes. They often require nominal membership fees and are funded through donations or government grants. Charities must provide their Charitable Organization Number at the time of booking. Not-For-Profit organizations that are not charities must provide their Registration Number at the time of booking unless they are small grassroots Not-For-Profit organizations that are not registered. Such small, unregistered Not-For-Profit organizations may apply to the service point manager to have the lower rental fee applied.

### **Commercial/Private**

All other users that do not fall under a Not-For-Profit organization above are referred to as Commercial/Private users.

### **Related Board Policies and Documents**

[Meeting Rooms, B-2006](#)

[EPL Facility Rental Contract](#)

[Intellectual Freedom, B-2012](#)

[Customer Code of Conduct Policy A-1029](#)

[Library Use, B-2028](#)

[Corporate Sponsorship, B-2022](#)

## APPENDIX 1: FEE SCHEDULES

Separate fee schedules have been established for Not-For-Profit and Commercial/Private users, as well for equipment rental. The rental rates for Not-For-Profit organizations are based on cost recovery, while the rates for Commercial/Private users reflect market rates. All rates are reviewed every three years by the Accounting Manager.

<b>Edmonton Public Library Space Rental Fees</b>					
	<b>4 Hours* Not-For-Profit &amp; Private/ Commercial</b>		<b>8 Hours* Not-For-Profit &amp; Private/ Commercial</b>		<b>Capacity</b>
<b><u>Meeting Rooms</u></b>					
Meeting Rooms (Stanley A. Milner & Library Branches)	\$20	\$100	\$40	\$175	10-99
<b><u>Event Spaces</u></b>					
Community Room 1 Stanley A. Milner Library Lower Level	\$50	\$400	\$100	\$700	137
Community Room 2 Stanley A. Milner Library Lower Level	\$50	\$400	\$100	\$700	190
Muttart Theatre Lobby and Coat Check Stanley A. Milner Library Lower Level (Weekly Rate)	\$40	\$200	\$80	\$400	247
Community Rooms 1 & 2 Combined Stanley A. Milner Library Lower Level	\$80	\$700	\$175	\$1,200	327
Blind Enthusiasm Computer Lab Stanley A. Milner 2 <sup>nd</sup> Floor	\$35	\$150	\$60	\$300	218
Learning Loft 1 Stanley A. Milner Library 6 <sup>th</sup> Floor	\$20	\$150	\$40	\$250	72
Learning Loft 2 Stanley A. Milner Library 6 <sup>th</sup> Floor	\$50	\$300	\$100	\$550	120
Learning Loft 3 Stanley A. Milner Library 6 <sup>th</sup> Floor	\$50	\$300	\$100	\$550	109
Learning Loft 1, 2, 3 Combined Stanley A. Milner Library 6 <sup>th</sup> Floor	\$100	\$600	\$200	\$1200	301

<b>Theatres</b>					
Whitemud Crossing Theatre	\$50	\$350	\$100	\$600	120
Muttart Theatre Stanley A. Milner Library Lower Level	\$70	\$700	\$140	\$1,200	249
Muttart Theatre Stanley A. Milner Library Lower Level (Weekly Rate)			\$800	\$6,000	249

Updated: July 29, 2021

Note: Subject to availability, other room amenities such as flipchart easels and/or whiteboards will be offered free of charge.

\*Partial hours will be charged based on where the meeting room rental hours fit within the 4 and 8 hour rates (example 2 hours would be charged 4).

Room amenities as well as room capacity are listed on [EPL's booking website](#).

For those qualifying for waived meeting rental fees, equipment rental shall also be waived. Set-up of and connection to EPL equipment will be included.