

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

AUTHORITY: Chief Executive Officer

RELATED BOARD POLICY: Meeting Rooms (B-2006)

POLICY:

Effective:

November 8, 2000

Reviewed:

June 30, 2022

Revised:

September 20, 2023

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, Customer Experience 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, and Manager, 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
- The Kitchen, 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 apply to all bookings when the intended use is to hold an Event (see Appendix 1: Fee Schedule) with the exception of events offered 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 in the form of a pre-authorized charge, 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. Charitable fundraising and associated event activities (silent auctions, raffle tickets, galas, etc.) are not permitted on Library property unless authorized by the CEO;
4. 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;
5. Birthday parties, receptions, weddings and similar social events may be accommodated in designated locations, subject to the Terms and Conditions;
6. 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.

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.

Edmonton Public Library Space Rental Fees					
	Capacity	Not-For-Profit		Private/ Commercial	
		4 Hours*	8 Hours*	4 Hours*	8 Hours*
<u>Meeting Rooms</u>					
Meeting Rooms (Stanley A. Milner & Library Branches)	10-99	\$20	\$40	\$100	\$200
<u>Event Spaces</u>					
Community Room 1 Stanley A. Milner Library Lower Level	137	\$50	\$100	\$400	\$800
Community Room 2 Stanley A. Milner Library Lower Level	190	\$50	\$100	\$400	\$800
Muttart Theatre Lobby and Coat Check Stanley A. Milner Library Lower Level (Weekly Rate)	247	\$40	\$80	\$200	\$400
Community Rooms 1 & 2 Combined Stanley A. Milner Library Lower Level	327	\$80	\$160	\$700	\$1,400
Blind Enthusiasm Computer Lab Stanley A. Milner 2 nd Floor	21	\$60	\$120	\$150	\$300
Learning Loft 1 Stanley A. Milner Library 6 th Floor	72	\$20	\$40	\$150	\$300
Learning Loft 2 Stanley A. Milner Library 6 th Floor	120	\$50	\$100	\$300	\$600
Learning Loft 3 Stanley A. Milner Library 6 th Floor	109	\$50	\$100	\$300	\$600
Learning Loft 1, 2, 3 Combined Stanley A. Milner Library 6 th Floor	301	\$100	\$200	\$600	\$1200
		Not-For-Profit		Private/ Commercial	
	Capacity	4 Hours*	8 Hours*	4 Hours*	8 Hours*

The Kitchen Stanley A. Milner Library 2 nd Floor \$200 Damage Deposit	60	\$100	\$200	\$700	\$1400
<u>Theatres</u>					
Whitemud Crossing Theatre	120	\$50	\$100	\$350	\$700
Muttart Theatre Stanley A. Milner Library Lower Level	249	\$70	\$140	\$700	\$1,400
Muttart Theatre Stanley A. Milner Library Lower Level (Weekly Rate)	249		\$800		\$6,000

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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.