

<b>TITLE:</b> Meeting Rooms		<b>POLICY:</b> B-2006	
<b>COMMITTEE:</b>	Governance & Nomination	<b>PASSED:</b>	November 8, 2000
		<b>AMENDED:</b>	December 11, 2023
<b>TOPIC:</b>	Library Resources	<b>REVIEW PERIOD:</b>	Every 3 years

## Background

The Edmonton Public Library (EPL) welcomes the public to use its meeting rooms, theatres and event spaces. In keeping with EPL's mission and values, EPL permits use of these spaces when such use does not interfere with other Library services and activities.

## Policy Statement

EPL meeting rooms, theatres and event spaces are made available to outside groups and organizations when they are not required for other Library activities and programs. This policy outlines terms and conditions of use for meeting rooms, theatres and event spaces rentals from EPL.

## Terms and Conditions

1. Meeting rooms, theatres and event spaces are made available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting use, in accordance with the Canadian Charter of Rights and Freedoms, the Alberta Human Rights Act, and the CFLA-FCAB's policy [position](#) on third party use of publicly funded meeting rooms .
2. The permission to use meeting rooms, theatres and event spaces does not signify that EPL endorses the policies or beliefs of the individual(s), group(s) or organization(s) using the room. Topics for discussion, names of speakers with their affiliation and items for sale including fundraising items must be disclosed and documented at the time of booking.
3. EPL will not knowingly permit any individual or group to use its meeting rooms, theatres and event spaces for any illegal purpose, including contravention of the Criminal Code and criminal law of Canada.
4. In keeping with EPL's value of intellectual freedom and the [CFLA-FCAB Statement on Intellectual Freedom and Libraries](#), EPL promotes equitable access to a wide variety of expressive content. Access will not be denied except where there are reasonable grounds to believe the proposed activity is contrary to the law or would interfere with the public's use of the Library.

5. Advertising of meetings or events taking place in EPL spaces shall not imply endorsement by the Board of the content of the program or event, unless such events are explicitly endorsed or co-sponsored by EPL. The EPL logo and any other indications of library affiliation cannot be used in any third-party event advertising.
6. EPL staff must have access to facilities at all times and may attend any meeting/event free of charge to audit and/or review compliance with EPL policies and the Terms and Conditions.
7. No special privileges are extended to organizations to which EPL staff members or Trustees belong.
8. Use of EPL meeting rooms, theatres and event spaces must be conducted in a manner consistent with [EPL's Customer Conduct Policy](#) and the [Library Use Policy](#), and according to the terms, conditions, and regulations outlined in the Contract.
9. The use of EPL's meeting rooms, theatres and event spaces, may not include or involve any of the activities listed below:
  - a. any violation of the criminal law of Canada, including the Criminal Code;
  - b. any violation of the Alberta Human Rights Act;
  - c. any other unlawful activities, or activities that violate applicable EPL policies, rules or regulations;
  - d. gaming, gambling or games of chance, including bingo or lotteries;
  - e. activities requiring a permit and/or prior EPL authorization, such as the service of alcohol, where the relevant permit or authorization has not been obtained;
  - f. the use of the space in a way that is intended to establish the space as a permanent location for the user's activities and/or operations.
10. EPL may refuse, deny or cancel a booking when there are reasonable grounds to believe it involves any of the prohibited activities described above. If EPL discovers that any prohibited activity is occurring after the event has commenced, EPL may terminate the event.
11. EPL reserves the right to refuse, cancel, or terminate any booking due to unforeseen circumstances.
12. In addition, EPL may refuse, deny and/or cancel a meeting room, and/or theatre, and event space, or may terminate any event, in the following circumstances:
  - a. the user has previously damaged or misused EPL property, or failed to pay any required fees for use of rooms, theatres and/or event spaces;

- b. the user has contravened this Policy and/or terms and conditions and regulations of use in the past; or
- c. the user has made a material misrepresentation regarding themselves, their organization, the nature of the event or proposed use of the space, or any participants or attendees.

## **Procedures and Fees**

The EPL Executive Team determines specific procedures/parameters regarding the use of facilities, including the fee schedule, which is regularly reviewed against public and private sector trends.

EPL shall prepare and publicize the Board's meeting room policy, administrative procedures, and rental rates.

## **Related Board Policies**

- [Access to Political and Election Information, B-2011](#)
- [Intellectual Freedom, B-2012](#)
- [EPL Meeting Room Rental Contract](#)
- [EPL Meeting Rooms Administrative Policy \(A-1029\)](#)
- [Library Use, B-2028](#)
- [Corporate Sponsorship, B-2022](#)