

**APPENDIX B
PROPOSED GUIDELINES FOR LIBRARY MEETING ROOM
USER AGREEMENTS**

1.0 Fees and agreements

- Fees may be charged for use of meeting rooms.
- Every use of a library meeting room shall be defined by a written agreement (see Appendix C). The library meeting rooms agreement shall name the individual(s) from the organization responsible for supervision at the library during the event. When appropriate, the library meeting room agreement shall contain the statement of indemnity included in Appendix C.
- The library employee in charge who signs the meeting room agreement shall ensure that users are provided with a copy of [Policy 1076 – Use of Meeting Rooms](#). It shall be the responsibility of the user to be familiar with this policy and to adhere to its contents.
- The user shall be held financially responsible for property damage or loss caused by the user, including the user's members, guests and participants.
- Libraries shall manage the fees collected and keep appropriate records for audit purposes. Such records will document the name of the library and the meeting room user, as well as the nature of the event and fees charged.

2.0 Financial considerations

- Rental fees and other costs should be paid one week prior to the rental date(s) unless billing arrangements have been made.
- Individuals, groups or organizations that are in financial arrears from a previous use of a library meeting room shall not be eligible for another rental of a meeting room until the arrears are paid in full.

3.0 General conditions

- Approval of the use of facilities may be cancelled immediately if the terms of [NBPLS Policy 1076 – Use of Meeting Rooms](#) have been breached.
- Users holding a publicly advertised event in a library meeting room shall clearly advertise that they are the sponsors of their event.

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POLICY 1076

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- Users are responsible for the set-up of the room. The library will provide sufficient chairs and tables to the extent of their availability. Users are responsible for leaving the room in its original state.
- The user will ensure that adequate adult supervision is provided at all times and that all activities are conducted in a safe manner.
- The library reserves the right to cancel a booking under exceptional circumstances and shall not be held responsible for any claims arising out of such cancellations.
- The library is not liable for damage, theft or loss of property belonging to people renting/using the meeting room; for damage to participants; or for any accidents or injury that may occur.
- The user shall respect the approved meeting room capacity.
- When keys to the library meeting room have been provided to the user, the supervisor of the event will be responsible for maintaining the keys in their possession at all times, ensuring the meeting room is securely locked after use and the keys are returned as agreed.