

Meeting Room Booking Policy

The use of meeting rooms within the Inspire Learning Centre is regulated by this policy.



The Inspire Learning Centre is a community asset so we ask all users to:

- ☹️ Respect and adhere to the policies;
- ☹️ Report any abuse or damage;
- ☹️ Suggest ways we can improve.

There is currently no charge for the use of the meeting rooms within the Inspire Learning Centre.

Who can utilize the Inspire Learning Centre Meeting Rooms?

- ☹️ Meeting rooms may be used by individuals, groups, or commercial organizations.
- ☹️ The Inspire Learning Centre Management Committee or designated representative shall have the sole discretion to determine what groups or use(s) shall be denied use of a meeting room based on this policy.

Meeting Room Priority:

- ☹️ Requests will be considered on a first-come, first-served basis via the ILC online booking system
- ☹️ To ensure equitable use of meeting room facilities, the Inspire Learning Centre reserves the right to limit usage to no more than five (5) meetings per month per registered entity (person or group).
- ☹️ The Inspire Learning Centre (ILC) reserves the right to limit bookings during times when the building is used for special events or other requirements as deemed appropriate.

Meeting Room Reservations:

- ☞ Requests for the use of the meeting room may be made online only.
- ☞ Please go to inspirelearningcentremeeetingroomapp.com

Reservation Guidelines:

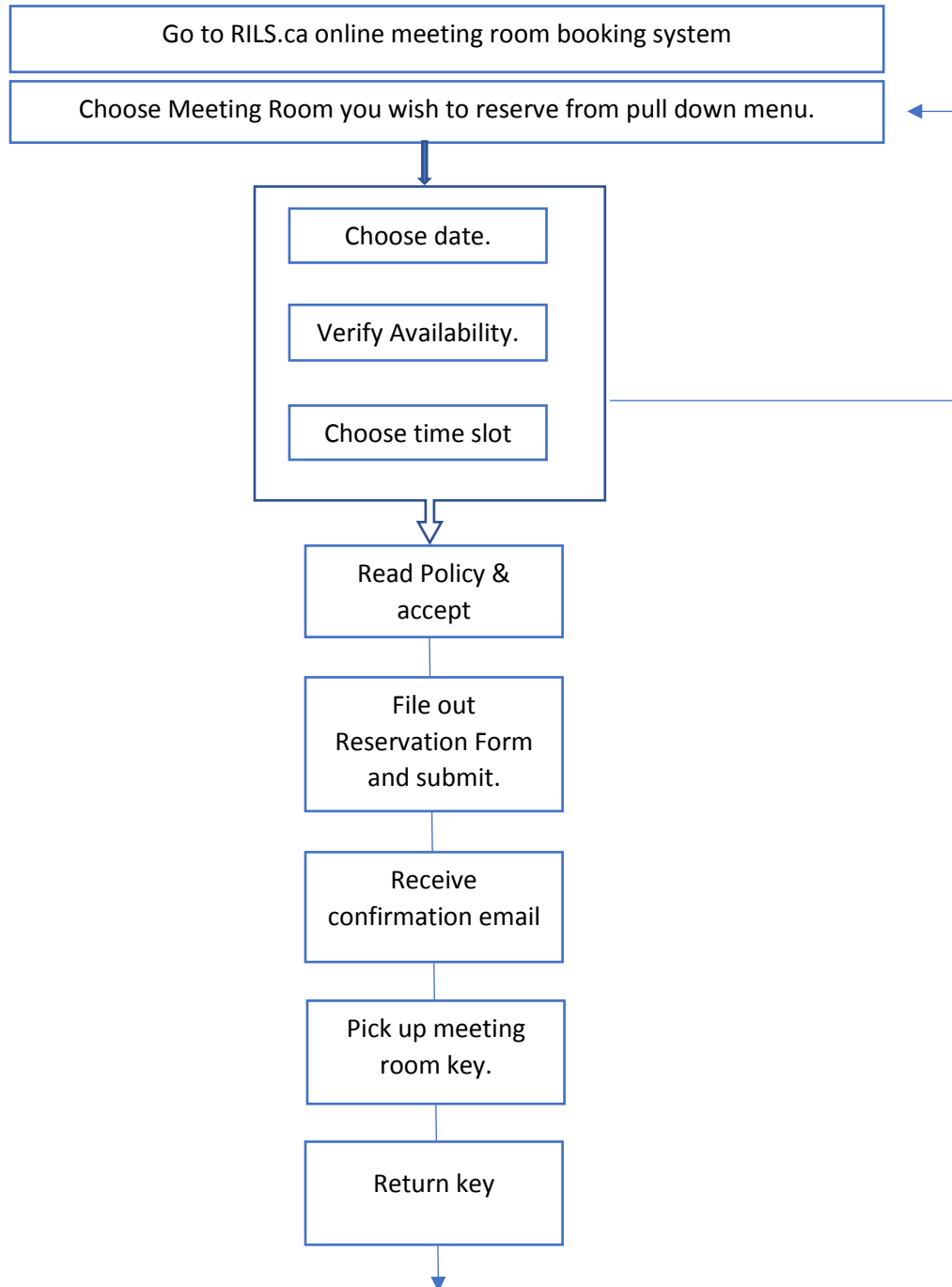
- ☞ Reservation requests can be submitted no more than 8 weeks in advance and a minimum of 2 business days in advance using the online booking system.
- ☞ Online reservation requests are moderated and you will be contacted within 1 business day of your request via email confirming or denying the reservation.
- ☞ You must receive the confirmation email before the reservation is verified.
- ☞ The ILC management committee may cancel the use of a meeting room without notice due to unforeseen circumstances (weather conditions, or other acts of nature or acts beyond the ILC control).

Prohibited Groups or Activities:

- ☞ ILC space may not be used for political campaign purposes.
- ☞ ILC meeting rooms may not be used for any activity that is incompatible with the library environment or interferes with the building operations or its tenants.
- ☞ The solicitation or sales of products or services, charging admission or registration fees, and/or soliciting donations other than those approved by the ILC management committee are prohibited.
- ☞ Commercial organization (businesses) promoting products or services for sale may not use the ILC meeting space. Also excluded are informational or educational events related to the business activities of the user. For example, space is not available for investment seminars and retirement planning seminars sponsored by private businesses.
- ☞ Retail / sales transactions of any kind are not permitted.
- ☞ Press conferences are not permitted unless prior approval of the ILC Management Committee.
- ☞ Meetings that may cause a disruption to the regular operation of the ILC or library, or which may impair the security of staff and patrons, or violate the ILC behavior policy maybe denied reservations.

⚠ If a group or user(s) contravenes any guideline in this document the group or user may be denied use of meeting rooms in the future.

Reservation Process:



Meeting Room Key:

⚠ Picture ID will be required to release the meeting room key.

- ☞ If your reservation is during normal library hours (please verify hours of operations) the meeting room keys may be picked up the day of the meeting room reservation. Please provide yourself extra time to pick up the key in advance of the meeting time.
- ☞ If the reservation is outside of the normal library business hours you must pick up the meeting room key one business day before the reservation. IE: If your meeting room reservation is on a Monday, (library is closed on Monday) you must pick up the meeting room key the previous business day which would be Sunday during normal business hours.
- ☞ When your meeting is complete the meeting room key must be brought back to the main library desk OR placed in the book drop after exiting the building.
- ☞ If meeting keys are not returned the individual or user group will be invoiced \$25 per key, and the individual or user group will be prohibited from future reservations. When the fees are paid access will be reinstated.

Usage Rules:

- ☞ User(s) under the age of 16 years shall have a parent or guardian assigned as contact person during the reservation booking. The guardian or parent must be the individual to pick up the meeting room key.
- ☞ Groups or user(s) using the meeting rooms shall be responsible for leaving the room in the same conditions as it was found.
- ☞ The length of time needed for the meeting room should include time for setting up the meeting room and putting it back in order at the end of the meeting.
- ☞ The individual making the reservation, as well as the membership of the group, will be held responsible for all damage that may occur as a result of the use of the facilities. Permission to use the meeting rooms may be withheld from groups whose members or invitees damage the room.
- ☞ Individuals causing disturbances during meetings will be asked to leave.
- ☞ Room set-up and take down are the group's responsibility. No additional furniture or equipment other than that already available in the meeting rooms will be provided unless prior arrangements have been made. Please refer to the online "Equipment List" for each meeting room.

- ☹☹☹ The group shall leave the room in the same condition as it was found at the beginning of the meeting.
- ☹☹☹ Staff will conduct a walk-through after each meeting to verify that the rooms, fixtures, and equipment are left in proper order.
- ☹☹☹ Each group is responsible for ensuring that attendance at its meeting does not exceed the maximum occupancy for the meeting room as set by the Fire Marshall (please refer to meeting room details in online reservation)
- ☹☹☹ Light refreshments and food may be served, but groups may not prepare food on building property. Groups are responsible for cleanup. All food and beverage items and packaging are to be removed from the meeting room after the booking period.
- ☹☹☹ Activities taking place in rooms at the ILC must be contained to the reserved space and not flow into other areas of the ILC.
- ☹☹☹ A levy of \$100.00 will be applied to the individual or group responsible if the meeting room is not cleaned and organized as per guidelines, and future use will be prohibited until payment is received.
- ☹☹☹ Granting of permission to use a ILC meeting room does not constitute an endorsement by the ILC management committee or user(s) or their positions and/or beliefs. If a group or user(s) represent or advertises to its members or the public that the ILC is endorsing its positions and/or beliefs, that group or user(s) shall be denied future use of any meeting room.
- ☹☹☹ To the extent permitted by law the user hereby indemnifies and holds harmless the ILC and its management committee, from and against all claims or demands with respect to bodily injury (including death), property damage, nuisance, or other loss or damage of any kind arising out of, or alleged to have arisen out of, or in any way connected with the users use or occupancy of the ILC meeting premises, including, without limitation, the room hereby reserved, access, parking areas, sidewalks and common areas (hereafter the “Premises”), including those matters, claims or demands caused by or resulting from the negligent acts of the ILC management committee, its agents, servants or employees. If it becomes necessary for the ILC management committee to defend any claim or action against it, seeking to impose such liability, the user will pay all costs and the reasonable solicitor’s fees incurred by the ILC management committee in its defense of the proceeding or claim.