

<b>Policy – Room Booking Code of Conduct</b>	
Purpose	To outline guidelines for appropriate use of the WMRL Program/Meeting Rooms
Scope	This policy applies to all WMRL libraries, staff, and patrons.
Definitions	Program Room or Meeting Room: a space in the library booked by the public for a period time.
Policy Guidelines	<p><b>Library Philosophy:</b> The WMRL endeavours to provide safe and welcoming spaces for all, regardless of age, gender, race, ethnicity, sexual orientation, socioeconomic status, religious belief, or political affiliation. To this end, it is important that all patrons respect the safety and comfort of their fellow Library users.</p> <p><b>Booking Agreement:</b> Some of the WMRL Libraries may require a signed Booking Agreement to rent the space outlining expectations and guidelines.</p> <p>Room bookings are available during open library hours, hours will vary across the region. Booking times include the renters’ set-up and clean-up time, use beyond the time booked will be billed accordingly. Room set up, including table and chair placement, food and drinks and technology equipment is the responsibility of the renter. The renter is responsible for any damages, losses or theft that occur in the rooms during their booking.</p> <p>Renters and attendants of any events must follow the Library’s policies. Booking of the rooms includes only use of the room itself, promotional materials and displays are not to be set up outside the meeting space. Renters may promote their event through their own channels prior to the booking, but they are not to solicit patrons within the library before, during or after the booking.</p> <p>The library will not tolerate groups meeting to participate in hate speech or activities that discriminate or promote harassment of others.</p> <p>If library staff feel the renter is not respecting the library’s space, policies, or patrons it is within their discretion to ask the renters to leave. The library reserves the right to deny a booking to a party that has previously been asked to leave the premises or violated library policies.</p> <p><b>Room Booking Fees:</b> Patrons are welcome to use the main areas of any WMRL branch free of charge, some WMRL branches also offer private meeting and programming spaces. Fees for each room are outlined in WMRL’s Fee Policy; charging fees for these spaces are up to the discretion of the Director of Library Services and the respective Branch Supervisor at each location.</p> <p>All bookings may be cancelled with a minimum 48-hour notice to the renter in favour of a WMRL Library booking. A 48-hour notice is required from the renter to cancel a booking without a cancellation fee.</p> <p>Some locations may require payment upfront to secure booking.</p>
References	
Appendices	
Approval	<b>Effective March 15, 2023</b>