

Library Space and Meeting Rooms Policy

<i>Topic</i>	Facilities
<i>Authority</i>	Board
<i>Related Documents</i>	Regional Municipality of Wood Buffalo Library Board Safety and Use Bylaw WBRL Public Postings Policy WBRL Patron Conduct Policy

The area of Wood Buffalo Regional Library (WBRL) available for public use includes all space not designated for office and administrative use with the exception of Meeting Rooms A, B and C, and the Syncrude Program Room.

All rooms are reserved under the conditions set out in this policy and the WBRL Meeting Room Guidelines.

Meeting Rooms A, B and C are free for public use.

The Syncrude Program Room is available for an hourly rate to profit or non-profit groups, or individuals on a first come, first serve basis subject to availability. The hourly rate is set in the Regional Municipality of Wood Buffalo Library Board Safety and Use Bylaw.

Meeting Room Use

The Regional Municipality of Wood Buffalo Library Board will not knowingly permit any individual or group to use its facilities for any illegal purpose, including contravention of the Criminal Code of Canada, Canadian Charter of Rights and Freedoms, or if the Board has reason to fear a disturbance of the public peace. No renting organization may display, show or perform any material not appropriately licensed or which is in contravention of the Canadian Copyright Act.

WBRL does not allow use of its meeting rooms for:

- A profit or non-profit group’s primary operating space.
- Rallies for political candidates.
- Engaging in commercial activities, including collection of funds or selling items.
- Engaging in fundraising activities.
- Regularly scheduled courses or class meetings for credits.

At the discretion of the Director, WBRL reserves the right to deny groups or individuals use of the room, including in cases where the anticipated meeting is likely to be unreasonably disruptive to regular library functions, too large for the applicable room capacity, disorderly, dangerous to person or property, or in any other way inconsistent with or in contravention of any of the terms and conditions of this policy or WBRL Meeting Room Guidelines.

In determining whether such a likelihood exists, WBRL may take into consideration information provided in the request, the history of the group’s meeting room use in the library, the history of the group’s use



<i>Created</i>	May, 1990
<i>Reviewed</i>	March 20, 2024
<i>Revised</i>	March 20, 2024
<i>Next Review</i>	March, 2025

of meeting facilities elsewhere, and other information as it deems appropriate. WBRL has first access to all meeting rooms.

Advertising and Endorsements

Permission to use the meeting rooms does not constitute endorsement or sponsorship of any program or event by WBRL.

Groups must clearly specify their own names in all publicity and may identify WBRL and its address only as the location of the event. Renters may not give out WBRL's telephone number or invite potential attendees to contact WBRL for information on the event or program.

No other areas of WBRL may be used for promotion or advertising, unless approved in advance via WBRL's Public Postings Policy.

History

Created: May, 1990.

Revised: April, 1997. September 17, 2014. June 21, 2017. November 20, 2019. March 16, 2022. March 20, 2024