



Meeting Room Booking Policy

Four branches of the Cape Breton Regional Library (CBRL) have program rooms that may be booked by individuals, community groups, and organizations when not in use by the Library: Glace Bay Library, McConnell Library (Sydney), New Waterford Library, and North Sydney Library. This policy outlines the booking policy and terms of use.

General

Library-hosted or partnered programs and events have priority for the use of library space. When not in use for library activities, library program rooms are available, free of charge, to non-profit organizations or individuals who wish to hold meetings or events of a cultural, educational, recreational, or community nature. Businesses may also book rooms for a fee.

Groups, individuals, and businesses using the facility cannot charge admission to programs.

Booking Procedures

The rooms are not available for regular weekly or monthly meetings. Only two bookings can be made at a time. Bookings may be made up to six months in advance.

The individual users or group leaders who make the bookings take responsibility for the room, furnishings, and equipment while the room is in use.

When booking library program rooms, the individual user or group leader must provide library staff with information on planned topics for discussion, the general subject of meeting, and the name(s) of speakers and their affiliations.

Groups must respect the closing times of the library and leave the premises on time.

In the case that the CBRL needs to cancel a booking, every reasonable effort will be made to notify the person(s) who made the reservation. Closure of the library due to inclement weather includes all programs and services scheduled to take place on the premises.

Please notify the library as soon as possible if you no longer require the use of the room.

Rules and Regulations

Events held in the room must not disrupt regular library service. Use of the premises may be terminated at any time if the CBRL Code of Conduct is violated.

The CBRL is not responsible for loss, theft, or damage to any personal possessions, supplies, equipment, etc., owned or leased by the users of the room. The person who booked the space is responsible for any damage done to or loss of library property.

Animals (with the exception of registered service dogs) are not permitted in the building unless permission of the CBRL has been obtained.

The CBRL Board and Staff does not necessarily support or endorse the views of the individuals or organizations using its facilities. The Library upholds the principle of intellectual freedom: it supports the rights of individuals to read, speak, view and exchange differing points of view on any subject.

Programs and events must not be in contravention of the Criminal Code of Canada.

The CBRL Board reserves the right to refuse requests for the use of program rooms. This right may also be exercised on the judgment of library staff.

The CBRL reserves the right to deny or cancel a booking when it reasonably believes:

- a) use by any individual or group will be for a purpose that is likely to promote, or would have the effect of promoting discrimination, contempt or hatred for any group or person on the basis of any protected characteristic set out in the *Nova Scotia Human Rights Act*;
- b) use by any individual or group will be for a purpose or action that is contrary to the law or to the Library's policies or Code of Conduct;
- c) There is a likelihood of harm to any person or property.

Promotions

Advertising and promotional material may include the name of the library branch and its municipal address, but cannot imply that the CBRL has endorsed the meeting or event. No use of the CBRL logo is permitted without explicit consent.

Room Set-Up and Take Down

All set-up, take down, and cleanup is the responsibility of the individual user or group leader who booked the room and must occur within the timeframe of the booking. Library staff will not be available to arrange rooms. The room must be left in a clean and orderly condition, with tables and chairs returned to their original arrangement.

Groups may serve light refreshments. Alcoholic beverages are not permitted. Please note that the McConnell Library and New Waterford Library program rooms do not have sinks.

Audiovisual Equipment

Where available, the CBRL permits use of audiovisual equipment. Use of equipment must be requested and approved in advance. Individual users or group leaders are responsible for setting up equipment.

Room Descriptions and Rental Fees

Note: Payment may be made in cash at the front desk or by e-transfer to finance@cbri.ca. Please note on your e-transfer what the payment is for.

a) Glace Bay Library

Room size: 17 x 25 ft. holds a maximum of 25 chairs arranged lecture-style, or up to 18 at tables.

Equipment: Digital projector, screen, VGA cable, HDMI cable and limited VGA-HDMI adapters available.

Rental Time	Non-Profit	For-Profit
1 hour	No charge	\$15
2-4 hours	No charge	\$25

b) McConnell Library (Sydney)

Room size: 34 X 24ft. holds a maximum of 40 chairs arranged lecture-style, or up to 20 at tables.

Equipment: Digital projector, screen, VGA cable, and limited VGA-HDMI adapters available.

Rental Time	Non-Profit	For-Profit
1 hour	No charge	\$15
2-4 hours	No charge	\$25

c) New Waterford Library

Room size: 15 x 13 ft. holds a maximum of 20 chairs arranged lecture-style, or up to 15 at tables.

Equipment: Smart TV

Rental Time	Non-Profit	For-Profit
1 hour	No charge	\$10
2-4 hours	No charge	\$20

d) North Sydney Library

Room size: 24 x 13 ft. holds a maximum of 35 chairs arranged lecture-style, or up to 25 at tables.

Equipment: Smart TV, digital projector, screen, VGA cable, and limited VGA-HDMI adapters available.

Rental Time	Non-Profit	For-Profit
1 hour	No charge	\$15
2-4 hours	No charge	\$25

Cape Breton Regional Library - Meeting Room Contract

McConnell Library
 50 Falmouth Street
 Sydney, Nova Scotia
 B1P 6X9
 902-562-3161

Glace Bay Library
 143 Commercial St
 Glace Bay, NS
 B1A 3B9
 902-849-8657

New Waterford Library
 3390 Plummer Ave
 New Waterford NS
 B1H 4K4
 902-862-2892

North Sydney Library
 309 Commercial St
 North Sydney NS
 B2A 1B9
 902-794-3272

The Cape Breton Regional Library reserves the right to cancel bookings and use of equipment.

Contact Person:	
Organization:	
Mailing Address:	
Email Address:	
Phone Number:	
Date Booked:	
Time Required:	
Function/Purpose:	
Number of people expected:	
<i>I/we have read the Library Meeting Room Policy and agree to abide by the conditions included within.</i>	Signature of contact person: