



Richmond Hill Public Library Board

MEETING ROOM RENTAL POLICY

1.0 **Purpose and Scope**

The Library will provide space for meetings of residents, community groups and commercial organizations.

2.0 **Policy Statement and General Guidelines**

Richmond Hill Public Library maintains and welcomes public use of meeting rooms located in its public facilities, in keeping with its strategic objective to provide creative, flexible, convenient and inclusive community spaces.

Meeting rooms are provided for library and library-related programs and meetings. After these needs are met, the meeting room facilities are available to groups and organizations in accordance with this policy as established by the Library Board.

Library meeting rooms may be used for the following purposes:

- Provision of Library programs and services to the public;
- Partnerships with community agencies and organizations providing programming and activities aligned with the Library's priorities
- Affordable meeting space for use by not-for-profit and commercial organizations.

Use of the meeting room by any group or organization does not constitute an endorsement by the Library Board of the group's policies or beliefs. The Library will not knowingly permit any individual or groups to use its facilities in contravention of the Criminal Code of Canada.

Groups using the facilities may not limit attendance on the basis of race, colour, religion, sex, age, sexual orientation, mental or physical disability as defined by the *Constitution Act, Canadian Charter of Rights and Freedom, 1982*. All applicable Federal, Provincial and Municipal legislation and regulations, including the *Human Rights Code of Ontario*, must be observed at all times.

3.0 Related Policies

- 1.0 Fees and Service Charges (September 2020)
- 2.0 Customer Code of Conduct (December 2014)
- 3.0 Display (June 2018)

Enriching Your Connections, Choices and Community

Dates	Motion #
Effective Date: Immediately	
Approval Date: May 24, 2022	22:24
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