



Meeting Room Terms of Use Agreement

As per the New Westminster Library's Meeting Room Policy the following conditions apply to all bookable meeting rooms and spaces at the New Westminster Library. It is the responsibility of the signee to ensure compliance with these terms by all those participating in a meeting or event at the Library and to make these Terms of Use available to those participants who request a copy.

For the purposes of this agreement "booking party" refers to an individual representing themselves or an organization, wishing to access bookable spaces or meeting rooms at New Westminster Public Library.

Regulatory Compliance:

The booking party agrees that neither they nor their guests, presenters or participants will conduct themselves in violation of any law, regulation, code or bylaw in effect and applicable to the library, or any individual or group using the library at the time of the meeting or event. This applies to hate speech as defined by the law, as well as any public health orders that may be in effect at the time of the meeting or event.

It is the responsibility of the booking party to ensure compliance with and adherence to any and all performance rights, copyright provisions or licensing requirements for any material or works used or shown during the meeting or event. The library shall not be held responsible or liable for any breach of any regulations of this nature that may apply.

Requesting use of space or meeting rooms:

A request to use space or meeting rooms at the library shall be made by completing an application form in writing or via the library website. The application form will contain the full name and contact information for a responsible person (the booking party), the intended use of the space, the name of any organization represented by the booking party, any presenters or performers attending, as well as any special requests for assistance from library staff.

In submitting a request to use library space or meeting rooms, the booking party will not misrepresent their intended use of library space or a meeting room and if requested shall provide any further information necessary to ensure the intended use of the space will comply with these terms of use.



In reviewing a request for use of space or a meeting room, and where the library deems it necessary, the booking party will agree to finance any special staffing or security needed for their event if it is determined that the meeting or event would require this beyond what regular library resources could provide.

Accountabilities:

The booking party and/or any organization or group they represent or book on behalf of agrees to indemnify and save harmless the library from all claims, demands, causes or action, loss, costs or damages that the library may suffer, incur or be liable for resulting from the booking party's negligence, acts, or omissions, obligations, failure to adhere to the terms of use related to the holding of the event described in the booking agreement.

The booking party shall be financially responsible for any damage to library rooms, equipment or furnishings assessed as a result of a meeting or event by the booking party, including but not limited to any required repairs or replacement of furnishings, walls, floors or equipment as assessed as damaged during the event or meeting.

The library reserves the right to cancel a booking with reasonable notice and include a reason for that cancellation.

The library reserves the right to relocate a booked meeting due to urgent or emergent needs that may arise though every effort will be made to honor the terms of the booking as agreed to by the library and the booking party.

Room use management (at the time of the meeting or event):

Rooms, equipment, tables and chairs will be set up by the booking party, and returned to the condition in which they have been found.

Library spaces and rooms that have been used for a booked event must be cleaned after use by the booking party.

Smudging is permitted providing the library is informed at the time a booking request is made.

The consumption of alcohol or smoking, including electronic cigarettes, is strictly prohibited at any time.

The booking party agrees that no open flames or activities that could harm the safety of participants, staff or library facilities will take place.



Attendance at library meeting rooms and spaces shall not exceed capacity limits as posted in each space.

Animals are not permitted in any meeting room or space of a library with the exception of authorized service animals, and those identified as part of a pre-approved presentation or event.

Active solicitation or distribution of flyers, pamphlets or other materials outside of an approved event or meeting is prohibited.

Library staff will be provided access to any meeting or event at any time to ensure compliance with these terms of use

Signing this Terms of Use does not constitute final approval of a booking request. Final approval of a booking request will be made in writing (via email).