

COMMUNITY ROOM APPLICATION

Return the form in-person or via e-mail rooms@bpl.bc.ca. A branch manager will review it and contact you.
Please note that this process may take up to one week to complete.

ORGANIZATION _____

PURPOSE OF YOUR ORGANIZATION: _____

SOCIETY ACT # _____ GROUP REPRESENTATIVE _____

TELEPHONE _____ E-MAIL _____

ADDRESS _____

PURPOSE OF THE MEETING _____

DATE AND TIME REQUESTED FOR FIRST BOOKING:

DAY: _____ MONTH: _____ YEAR: _____ TIME: from _____ to _____

FILL OUT BELOW

1. Choose the location/room that fit your needs.
2. Check any additional equipment or features you would like access to.

| Room Name & Branch Location | Max. Capacity | Tables Available | Chairs Available | Equipment | Number of people attending? |
|---|---------------|----------------------------|------------------|---|-----------------------------|
| <input type="checkbox"/> Metrotown Community Room 1 6100 Willingdon Ave. 604.294.7755 | 60 | Up to 8, size 2' x 5' | 30 | None available | |
| <input type="checkbox"/> Metrotown Program Room 6100 Willingdon Ave. 604.294.7755 | 60 | Up to 8, size 2' x 5' | 60 | <input type="checkbox"/> Projector <input type="checkbox"/> Whiteboard <input type="checkbox"/> Lectern | |
| <input type="checkbox"/> McGill 4595 Albert St. 604.299.8955 | 60 | Up to 8, size 2.5' x 6' | 50 | <input type="checkbox"/> Projector <input type="checkbox"/> Kitchenette <input type="checkbox"/> Whiteboard | |
| <input type="checkbox"/> Tommy Douglas 7311 Kingsway 604.522.3971 | 50 | Up to 8, size 3' x 5' | 50 | <input type="checkbox"/> Projector <input type="checkbox"/> Kitchenette <input type="checkbox"/> Whiteboard <input type="checkbox"/> Lectern | |

DATES, TIMES, AND ROOM NOTES:

Community Rooms may be booked at the McGill, Metrotown, and Tommy Douglas locations during:

| | |
|---------------------------|--------------------|
| Monday – Thursday | 10:00 am – 7:45 pm |
| Friday, Saturday & Sunday | 10:00 am – 5:45 pm |

Note: Community Room 1 at Metrotown is available weekdays only.

- A/V connecting cables and a remote control are available for the projectors.
- Laptops are not available for public use.
- McGill has a small kitchenette with a sink and small refrigerator.
- Tommy Douglas has a kitchenette with a sink and small refrigerator, microwave oven, coffeemaker and kettle.
- Groups must supply their own plates, cups, cutlery, etc.
- Groups should supply their own whiteboard markers and eraser when using the whiteboard at McGill.

THE FOLLOWING CONDITIONS APPLY TO GROUPS USING COMMUNITY SPACES IN THE BURNABY PUBLIC LIBRARY:

1. In accordance with the [Library Board policy “Use of Library Space”](#), the community rooms at Bob Prittie Metrotown, McGill and Tommy Douglas are available to community groups and non-profit organizations meeting the policy’s criteria, and are free of charge. All rooms are accessible and have access to Wi-Fi.
2. Community rooms will not be made available to commercial groups. Users may not charge an admission fee, fundraise or solicit donations, sell items, or market services without prior approval of the Library Board.
3. Light snacks and non-alcoholic beverages such as tea, coffee, or juice are permitted.
4. Bookings are made on a three-month basis, community rooms may not be booked more than 90 days in advance.
 - Group bookings are restricted to no more than two bookings per month, totalling a maximum of 6 hours per month.
 - Groups must complete a new BPL Community Room Agreement form annually and ensure their contact information is up-to-date throughout the year.
5. **Groups are responsible for their own room setup and take down. Rooms must be left in the condition they are found in or the group may not be able to return in future.**
6. The Library expects that groups using library space comply with federal, provincial and municipal legislation, regulations and bylaws.

Users of library spaces, including community rooms, **must follow the Library’s [Code of Conduct](#)**, which states that users must be respectful, safe and responsible, and that racism, transphobia, homophobia, and any other form of discrimination, harassment and verbal abuse will not be tolerated.

7. If, in the opinion of the Chief Librarian or their designate, the use of a community room by any group presents, or potentially presents, a risk of significant disruption to library users, library staff or library property, or if the booking group violates any of the provisions of the community room agreement, **then the Chief Librarian or designate has the discretion to refuse or cancel such a booking, and suspend the permission granted to any booking group.**

8. Permission to use library space or facilities does not imply library endorsement of the group making the booking, their beliefs or their activities. No announcements, flyers, press releases, etc., shall imply that the Library sponsors or endorses the meeting or group.
9. The booking group is not entitled to allow another group to use a community room in its place.
10. The Library's telephone number may **not** be used by non-library groups for any purpose. No incoming calls for members of non-library groups can be handled by Library staff.
11. The Library cannot provide storage space for group supplies.
12. The Library is not be responsible for items left in a community room.
13. A community room will be held for the booking group up to 30 minutes after the start of the reservation. If they do not show up by this time, the room can be given to another group.
14. If a booked room is no longer needed, please contact the library branch by phone to cancel the booking. Groups with two no-shows will no longer be able to use any rooms without the permission of the Chief Librarian or designate.
15. The original signed copy of this form will be retained by Burnaby Public Library, and a copy provided to the requesting organisation upon request. This does not signify final approval.

Booking Group Representative

My signature below indicates that I have read and agree to abide by the conditions of this agreement. My signature guarantees that I represent a non-profit organization and that we will not charge admission fees, solicit for contributions, or sell anything when using the Community Room.

Date _____ Signature _____

Print Name _____

Library Branch Manager or Designate

Approved Not approved

Date _____ Signature _____

Print Name _____

Freedom of Information and Protection of Privacy

The information on this form is collected in accordance with the Freedom of Information and Protection of Privacy Act (RSBC 1996 c.165) and is collected for the purpose of delivering library services. If you have questions about the collection and use of your personal information, please contact BPL's Privacy Officer at privacy@bpl.bc.ca or 604-436-5427, or mail: Privacy Officer, Burnaby Public Library, 6100 Willingdon Avenue, Burnaby, BC V5H 4N5.