



## MEETING ROOM AGREEMENT

(Please retain for 12 months)

DATE \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

GROUP REPRESENTATIVE \_\_\_\_\_

ADDRESS \_\_\_\_\_

REGISTRATION NUMBER UNDER THE SOCIETY ACT \_\_\_\_\_

PURPOSE OF THE MEETING: \_\_\_\_\_

PURPOSE OF YOUR ORGANIZATION: \_\_\_\_\_

SPACE WILL BE RESERVED FOR YOUR GROUP AT THE (select) BRANCH SPECIFIED, ON:

DAY: \_\_\_\_\_ MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_ TIME: from \_\_\_\_\_ to \_\_\_\_\_

	<input type="checkbox"/> <b>McGill</b> 4595 Albert St. 604 – 299 - 8955	<input type="checkbox"/> <b>Tommy Douglas</b> 7311 Kingsway 604 – 522 - 3971	<b>Number required</b>
<b>Max. Capacity</b>	60	50	
<b>Tables</b>	Up to 6, size 2.5' x 6'	Up to 8, size 3' x 5'	=
<b>Chairs</b>	Up to 50	50	=
<b>Projector with Speakers</b>	Yes	Yes	Yes / No
<b>Whiteboard</b>	Yes	Yes	=
<b>Kitchenette</b>	Yes*	Yes**	

NOTES - A/V connecting cables and a remote control are available for the projectors. The library **does not** have a laptop available for using the projectors.

\*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.

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

1. Meeting rooms will not be made available to commercial groups. Users are not allowed to charge an admission fee, solicit for contributions, or sell items in BPL meeting rooms without prior approval of the Library Board.
2. Light snacks and non-alcoholic beverages such as tea, coffee, or juice are permitted (no hot or catered meals).
3. Bookings are made on a three month basis, meeting 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 BPL Meeting Room Agreement form annually and ensure their contact information is up-to-date throughout the year.
4. A Meeting Room may be booked during the following time periods:

<b>McGill branch</b>	<b>Tommy Douglas branch</b>
Monday - Thursday 5:00 pm - 7:45 pm	Monday - Thursday 10:00 am - 7:45 pm
Saturday 1:00 pm - 5:45 pm	Friday & Saturday 10:00 am - 5:45 pm
Sunday 1:00 pm - 4:45pm	Sunday 12:00 pm - 4:45pm

- Upon arrival, please go to the Service Desk where arrangements will be made to open the room for you.
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. If, in the opinion of the Chief Librarian or their designate, the use of a meeting 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 meeting 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.**
  7. The Library expects that groups using a meeting room comply with federal, provincial and municipal legislation, regulations and bylaws.
  8. Permission for the use of a Meeting Room does not imply Library endorsement of the users, 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 meeting 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 meeting room.
- 13. A meeting 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. 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 Meeting Room. In addition, I consent to the Library’s release of the name of that organization and the purpose of the meeting, as well as my name, address and/or telephone number as Group representative, on request.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Print Name \_\_\_\_\_

**Library Branch Manager or Designate**

Date \_\_\_\_\_ Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Freedom of Information and Protection of Privacy

The information on this form is collected under the authority of the Library Act (S.B.C. 1994, c.31) and is needed to process your application to reserve the Library’s meeting room. The information will be used to verify your eligibility for reserving the room and will be retained as a record of your agreement to abide by the conditions of the Meeting Room Agreement. If you have any questions about the collection and use of this information please contact the Chief Librarian at Library Administration (604) 436-5427.