

**Name:** Meeting Space Use

Category: Operational

Last Updated: October 22, 2025

## ***Policy Statement***

South Shore Public Libraries (SSPL) support reading, discovery, learning, and sharing. We offer meeting spaces in our branches to foster community connections and access to information. When not in use for library activities, these spaces are available to community groups, organizations, and individuals based on the priorities outlined below.

## ***Guiding Principles***

The SSPL Board supports the Canadian Federation of Library Associations' (CFLA) [Statement on Intellectual Freedom](#). This statement says that libraries have a responsibility to protect free expression and provide safe, welcoming spaces for everyone. Libraries make their spaces and services available to all people and groups without discrimination.

SSPL is governed by the *Libraries Act* (R.S., c. 254, s.1.), which gives library boards the authority to set rules for how library spaces are used. In keeping with this law and our commitment to inclusion and openness, the Library offers fair access to meeting rooms for a diverse range of community activities.

The Library will not knowingly allow any person or group to use its space to break the law or violate any government regulation or Library policy.

Meeting space is provided in the following order of priority:

1. Library programs, events, and internal meetings
2. Meetings or programs co-sponsored by the Library
3. Community-based non-profit and volunteer groups
4. Other groups or individuals

Booking a space does not mean the Library endorses the views or activities of any group or renter.

## ***Booking and Use Guidelines***

To book a meeting space:

- Submit a Rental Application Form. Library staff will contact you regarding room availability.
- Read and sign the Rental Agreement.
- Pay any applicable fees (see Schedule A).
- Follow all Library policies, including the *Code of Conduct*.

We aim to apply these guidelines fairly and equitably. SSPL reserves the right to refuse or cancel a booking at its sole discretion.

## Definitions

“Commercial use” is any use by a business to promote, run, advertise, or sell services/products.

“Community groups” are clubs, societies, or associations operating exclusively for social, civic, or recreational purposes, not for profit.

“Library” is any SSPL branch with rentable meeting rooms.

“Library Partner” is an organization partnering with SSPL for mutually beneficial services or programs.

“Meeting space” is any room designated by SSPL as available for rental.

“Non-profit/registered charities” are organizations registered in Canada using resources for philanthropic purposes.

“Private individual/group” is anyone renting for personal use, not for non-profit/community benefit and not for commercial use.

“Renter” is the person who books and signs the Rental Agreement.

<b>Revision History:</b>	Original date: March 18, 2003
	Modified: August 2018 October 22, 2025

## Appendix A – SSPL Room Rental Application Form

Thank you for your interest in using our meeting spaces. Please complete this form and return it to library staff. A signed rental agreement and payment (if applicable) are required to confirm your booking.

Booking Details			
<b>Branch &amp; Room</b>	Margaret Hennigar (Bridgewater) <input type="checkbox"/> Program Room	Lunenburg <input type="checkbox"/> Room 101 <input type="checkbox"/> Room 103	Thomas H. Raddall (Liverpool) <input type="checkbox"/> Program Room 1 <input type="checkbox"/> Program Room 2 <input type="checkbox"/> Kitchen
<b>Date:</b>	<b>Start time:</b>	<b>End time:</b>	
<b>Is this a recurring booking?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, list frequency and end date:			
Renter Information			
Name of Individual or Organization:			
Contact Person (if different):			
Phone:		Email:	
About Your Event			
<b>Booking Type:</b>	<input type="checkbox"/> Charity/non-profit	<input type="checkbox"/> Community group	<input type="checkbox"/> Government
	<input type="checkbox"/> Private individual/group	<input type="checkbox"/> Commercial use	
<b>Topic of Event:</b>			
<b>Estimated Attendance:</b>			
<b>Will you be charging admission or selling anything?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, explain:			
<b>Will you be playing music or showing a film?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If yes, you are responsible for obtaining licensing (public performance rights, SOCAN, etc.)</i>			
Insurance and Payment			
<b>Proof of Insurance Attached?</b> (commercial or after-hours only) <i>If not, the SSPL Risk Recovery Fee will apply</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
Fees Due	# hours:	Rate:	Total:
<i>Fees are outlined in Schedule A. Payment is due upon booking</i>			
For Library Use Only			
<i>Payment Received?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		<i>Rental Agreement Signed?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Insurance Verified</i> <input type="checkbox"/> Yes <input type="checkbox"/> Risk Fee Paid <input type="checkbox"/> N/A		<i>Booked in room calendar?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Approved by:</i>		<i>Date approved:</i>	

## Appendix B – SSPL Room Rental Agreement

This agreement outlines what's expected when you use a meeting room at South Shore Public Libraries. By booking or using a space, you agree to the following terms:

### Booking and Eligibility

1. Meeting spaces are generally available during regular library hours.
2. Depending on staff availability, events outside regular hours may be approved. Additional staffing or security fees may apply.
3. Bookings are made on a first-come, first-served basis and follow the priorities listed in the *Meeting Space Use Policy*.
4. A signed agreement is required before your booking is confirmed.
5. A responsible adult must book and supervise any booking for participants under 16.

### Fees and Insurance

6. Fees (if applicable) are listed in *Schedule A* and must be paid in full at the time of booking.
7. Commercial or after-hour renters must carry liability insurance of at least \$2 million, naming the South Shore Regional Library Board as "Additional Insured."
8. If proof of insurance is not provided, a non-refundable fee will be charged as outlined in *Schedule A*.

### Using the Room

9. If the event is not co-sponsored or partnered with SSPL, the Library may only be listed as the location on any promotions and advertisements, not as a host or sponsor.
10. Renters may not promote or sell goods or services without written approval from Library staff.
11. It is the responsibility of the renter to:
  - a. Set up the room, including bringing any required equipment and supplies
  - b. Clean up after the event, including putting chairs and tables back as they were found
  - c. Not tape, pin, or affix anything to the walls in a way that may cause damage
  - d. Remove any decorations or materials brought in
  - e. Place waste and recycling in proper bins
  - f. Complete all setup and cleanup within the booked time
  - g. Adhere to the posted room capacity limit
  - h. Allow Library staff access to the room at all times
  - i. Report any issues to Library staff
12. Select library equipment is available for use. See [Library Equipment Lending Form](#) for details.
13. Library facilities are scent-free and smoke-free (including e-cigarettes).

14. Alcohol and games of chance (like raffles or bingo) are not allowed, unless:
  - a. You provide a copy of the required license at least 10 business days in advance, and
  - b. You receive written approval from the Library CEO.
15. To show a movie, you must have Public Performance Rights under the Canadian Copyright Act.
16. To play music, your group must have the appropriate license from SOCAN.

**Cancellations and Refunds**

17. You must notify the Library **at least 48 hours in advance** if you need to cancel. Late cancellations are not refundable.
18. If the Library must cancel due to weather, emergency, or unforeseen closure, your fee will be fully refunded.

**Damages, Liability, and Consequences**

19. The renter is responsible for any damage, loss, or additional cleaning fees that result from their use of the space.
20. The Library is not responsible for personal belongings lost or left behind.
21. Failure to follow the agreement or Library policies may result in immediate removal, refusing or cancelling future bookings, and/or charges for damages.

**Agreement and Acknowledgement**

By signing this agreement and booking a room at South Shore Public Libraries, I agree to:

- ✓ Follow all the guidelines listed above,
- ✓ Comply with all Library policies, including but not limited to the *Code of Conduct*,
- ✓ Accept full responsibility for my group’s use of the space, and
- ✓ Indemnify and hold harmless the South Shore Regional Library Board from any claims, costs, or damages resulting from my event.

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Name (print)

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Phone number

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Signature

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Date

## Schedule A – Room Rental Fees and Insurance

This schedule outlines the fees, insurance requirements, and additional costs related to room rentals at South Shore Public Libraries

SSPL Programs and partners	Free
Registered non-profits/charities	Free
Community groups (non-commercial)	\$5/hour
Government agencies	\$15/hour
Individuals (private use)	\$20/hour
Commercial/for-profit use	\$40/hour
Events outside regular hours	Add \$25/hour staffing fee

*Fees may be waived for Library co-sponsored or community-benefit events at the discretion of the CEO or their designate.*

**All commercial (for-profit) or after-hours events require a minimum of \$2 million in liability insurance, naming the South Shore Regional Library Board as an Additional Insured.** You may:

- Use your organization’s existing coverage, or
- Purchase event insurance from a third-party provider

If you cannot provide proof of insurance, you will be charged SSPL’s Risk Recovery Fee to help cover the Library’s risk exposure in the absence of user-provided coverage.

SSPL Risk Recovery Fee	\$25 flat fee per booking
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- ✓ Fees are due at the time of booking and are non-refundable if cancelled within 48 hours’ notice
- ✓ Payment methods: cash, cheque, or e-transfer
- ✓ Renters are responsible for any damage or extra cleaning required