



MANAGEMENT REPORT

Date: July 18, 2019
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TO: Library Board
FROM: Rhonda Sherwood, Chair, Services, Finance & Human Resources Committee
SUBJECT: Public Meeting Rooms & Facilities Use Regulation

SUMMARY

This report provides a draft Public Meeting Rooms & Facilities Use Regulation to accompany the Public Meeting Rooms & Facilities Use Policy.

PURPOSE

This report is for decision.

RECOMMENDATION

That the Committee recommend that the Board approve the Meeting Rooms & Facilities Use Regulation.

COMMITTEE DISCUSSION

The Committee reviewed the revised regulation, briefly discussed the recommended change to item 2, and recommended the removal of "Board" at item 10(i) as unnecessary for this purpose.

POLICY

The existing terms of use are documented on the VPL website at:
<http://www.vpl.ca/facilities/branch-meeting-room-terms-of-use> and in the license agreement for event rentals.

STRATEGIC IMPLICATIONS

The terms discussed in the regulation are operational or practical in nature.

BACKGROUND

The terms of use for Branch Meeting Rooms have been included on the VPL website, while the Central Library Terms of use have historically been included in the event rental license agreement for paid rentals. The Board last revised the Meeting Room Rental Regulations - Branches in February 2014.

The following branches have rooms available for rent: Champlain Heights, Firehall, Fraserview, Hastings, Kensington, Kitsilano, Mount Pleasant, náčá?mat ct Strathcona, Oakridge, Renfrew, South Hill, and Terry Salmon. Paid rentals will now be handled centrally through the Library Square Conference Centre.

DISCUSSION

The proposed draft Meeting Room & Facilities Rental Regulation draft is attached for Board consideration. The regulation consolidates terms that were previously identified across a number of documents and with renters individually as questions arose. Areas that were not formally fully documented include Library approval of posters and displays, consumption of food, and processes for smudging in Library spaces.

The Meeting Room Policy previously delegated the setting of facility rental rates to the Director of Corporate Services & Facilities. This delegation has been moved to the Regulation, and the guidelines for these rates are established in section 1 of the draft. Staff have been undertaking a rental rate review for all VPL spaces in preparation for opening full rental access to the rooms on Levels 8 and 9 at Central Library, and expect to publish new rates on August 1, 2019 that will take effect on November 1, 2019 for existing spaces. Rental rates for spaces on Levels 8 & 9 will take effect as the spaces become available for rental.

Staff will revise the event license agreement, in consultation with legal counsel, to incorporate the approved Regulation, and this will apply to all rentals.

FINANCIAL IMPLICATIONS

No financial implications are expected as a result of changes to the regulation and terms of use.

FINAL REMARKS

Room rentals provide a valuable community service, as the Library offers some of the most affordable meeting rooms in Vancouver, and in particular in downtown Vancouver.

Public Meeting Rooms and Facilities Use Rules & Regulations

Draft

In these rules and regulations, the term “event” or “Event” means the use for which a meeting room or other Library facility is booked and the “user” or “User” means the person or organization using the room or facility, including but not limited to, use under an Event License Agreement.

Rental Rates & Payment of Fees

1. The Library may require that the user enter into an Event License Agreement and pay all fees and other charges as the Library prescribes.
2. In some circumstances, the Chief Librarian may allow reduced rental rates, as prescribed, or for free use of the Library’s meeting rooms or facilities by a not-for-profit, provided the not-for-profit will not charge an admission fee to attendees, require membership or donations for admission, hold a media conference or hold a large private event.
3. The Chief Librarian may waive all room or facility rental fees for organizations that are formally affiliated with the Library and provide significant resources or financial support to the Library, such as, for example, the City of Vancouver, the Vancouver Public Library Foundation, and the Friends of the Vancouver Public Library. In such circumstances, the Library will usually charge only for the Library’s costs associated with providing the space.
4. No special privileges will be extended to organizations to which any staff members belong.
5. Full payment of the rental fee and all other charges identified by the Library must be received by the Library two weeks prior to the event, or at time of booking if the event is to take place within two weeks of booking, failing which the Library will deem the event to be cancelled.

Security

6. The User must, as soon as reasonably possible, advise the Library of any situation that may pose a risk to the public or Library property.
7. The Library will coordinate and implement risk assessment and additional security measures, at the User’s expense, when the Chief Librarian considers them advisable for the safety and/or security of persons and/or property. The User is not permitted to contract separately with security personnel for activities on Library property unless the Library gives its prior written consent and the User meets any and all conditions connected with that consent.

8. Events where the Library may require additional security measures include, for example:
 - a. events at which alcohol is served;
 - b. events involving large numbers of attendees;
 - c. events to be held after regular Library hours (including where the Library has required that the event start after regular hours);
 - d. events in the Promenade area; or
 - e. events involving multiple access points to Library property or requiring extensive deliveries and/or access.

General Conditions of Use of Meeting Rooms and Facilities

9. All Events taking place in Library meeting rooms and facilities and all participants in those Events are subject to all applicable Library policies, rules and regulations. The Chief Librarian will determine the interpretation of Library policies, rules and regulations for Events.
10. The User:
 - a) is responsible for ensuring that all persons participating in the Event comply at all times with the Meeting Room and Facilities Rental Policy and Regulation, and all applicable Library policies, rules and regulations.
 - b) is liable for the substance and content of all activities occurring at the Event and for all recorded material, publications, promotions or advertisements relating thereto; must confirm in writing that their Event will not violate the *Canadian Criminal Code* (including hate propaganda laws) or the British Columbia *Human Rights Code*;
 - c) must comply, at their own cost, with all laws related to the use of the meeting room or facility and must obtain all necessary permits, authorizations and licences;
 - d) must provide an Event itinerary, estimated attendance, crowd management plans, site contact information and known risks to public or Library property upon request, at least two weeks in advance of the Event;
 - e) must comply with all safety and security measures as directed by the Library, City of Vancouver, and/or Vancouver Police Department personnel, and provide written confirmation of access and security protocols upon request;
 - f) must pay the Library, upon demand, any costs the Library may incur because of damage to any meeting room or facility as a result of the Event;
 - g) must not use the Library or Library Square Conference Centre's logos without the prior written consent of the Chief Librarian;
 - h) must use Library Square Conference Centre and not Central Library or Vancouver Public Library as the Event venue on public material, unless prior written consent is provided by the Library; and

- i) upon request, must display the follow statement conspicuously at the Event and/or on promotional material *“Statements being made or positions being taken during events do not necessarily reflect the opinions or values of the Vancouver Public Library **Board**”*.

Equipment, Catering and Food Consumption

- 11. The User must not serve food or beverages during Events unless the Library gives its prior written permission and all conditions connected with that permission are met. The Library will apply a clean-up charge for all catered Events and Events where refreshments are served.
- 12. The Library does not provide catering services, but it can supply tables, chairs, and certain other Event-related equipment and supplies. Audiovisual and other similar equipment is available for a fee and must be booked and paid for in advance.
- 13. All Event caterers must hold valid business licences.
- 14. The User must ensure that all catering and rental equipment is removed immediately at the conclusion of the Event. The Library is not responsible for dismantling any Event display or equipment.
- 15. If alcohol is to be served at an Event, the User must obtain a valid special event permit and provide a copy of it to the Library no later than 72 hours prior to the Event. If a permit is not provided to the Library, alcohol will not be permitted at the Event.
- 16. The User is responsible for obtaining and paying for any and all permits, licences and fees required by third parties. This includes (but is not limited to), special event permits and licences to perform or play music.
- 17. The User must remove all garbage and recyclables generated by the Event (including ice) immediately at the conclusion of the Event.
- 18. The User must notify Library security when an Event is completed. An Event organizer must stay in the room until Library security arrives to lock up. The Library will charge the user for any lost/stolen equipment belonging to the Library if losses occur.
- 19. The Library is not responsible or liable for equipment brought to or left in or on Library property. The Library will apply additional fees for storage of any equipment, supplies and/or other Event-related items intentionally left on Library property after expiry of the rental period.

Use and Care of Library Spaces

- 20. Tobacco, cannabis and other kinds of smoking and vaping are NOT permitted anywhere in or on Library property except in designated exterior areas.
- 21. Smudging is permitted upon request and requires prior coordination with the Library to coordinate fire safety and building system measures, at the cost of the User.

22. The Library provides a sign holder for each room. The Library will inform the User of locations where the User may display a poster (8.5" × 11" only) to indicate where the Event is being held. The User must not display or affix any other signage or materials, unless the Library gives its prior written consent and the User meets any and all conditions connected with that consent.
23. No use that will cause or be likely to cause unreasonable annoyance or disturbance to the general public or release of toxic or hazardous materials or substances is permitted.
24. The User must not alter meeting rooms or facilities, or erect any structures, unless the Library gives its prior written consent and the User meets any and all conditions of that consent.
25. The User must not use chalk or marking devices on the paving stone of the Plazas or other surfaces.
26. The User must not admit more than the maximum permitted number of persons (as regulated by fire safety code) to the meeting room or facility. The User must keep all passageways to and from the meeting room or facility clear at all times.
27. The User must not conduct sales or commercial activity of any kind, or permit these to occur during the Event, unless the Library gives its prior written consent and the User meets any and all conditions of that consent.
28. Nothing may be done in the meeting room or facility that may increase the risk of fire or other hazard or liability, increase the rate of any insurance or invalidate any insurance policy in connection with the Library or its use.

Meeting Room Regulations - BRANCHES

1. Non-profit groups can apply to reserve a Library branch meeting room free of charge.
2. For-profit groups can rent rooms for \$30 per hour or part hour (plus GST). Payment must be made at time of booking.
3. Unless affiliated with VPL, requests by individuals, groups or organizations to use a VPL branch as the venue for a media conference will be considered. A rate of \$30/hour will apply for use of the meeting room.
4. Requests from large or professional associations to use a VPL branch as the venue for a private event will be considered. A rate of \$30/hour may apply.
5. Cancellation must be made 48 hours in advance of the booking.
6. For paid bookings, there is a \$30 cancellation fee.
7. Applications can be downloaded (see PDF above) or obtained from Library branches.
8. Meeting rooms can be booked on a meeting-by-meeting basis and not for ongoing series unless applied for in writing and approved by the Manager of Neighbourhood Services responsible for the Branch. If approved, the series' booking can be reviewed at any time.
9. Unless prior arrangements are made, all meetings held in Library branches must end at least fifteen minutes before the branch closes.
10. The Library can provide tables and chairs. Flip chart holders, podiums or whiteboards may be available. Please check with the branch. Fees will apply.
11. Library staff are not available to arrange rooms.
12. The meeting room must be left in the condition that it was found.
13. The Library accepts no responsibility or liability for equipment brought to or left on the premises.
14. Supplies such as paper for flip charts, markers, pencils and pens must be supplied by the groups making the booking. Library supplies are not available.
15. Limited kitchen facilities are available at the Renfrew, Champlain Heights, Fraserview, Terry Salmon, nēcā?mat ct Strathcona and Kensington Branches.
16. Renfrew, Fraserview, Champlain Heights, Mount Pleasant, nēcā?mat ct Strathcona and Kensington Branches may be booked for periods when the branch is closed. A security guard, to be hired by the Library and paid for by the renter or non-profit group, will be required and should be arranged at the time of booking.
17. All publicity for the event is the responsibility of the renter or non-profit group. The Library logo is copyrighted and may not be used without the express written consent of the Director, Planning &

Organizational Development or the Manager, Marketing & Communications.

18. If liquor is to be served at the event, a licence must be obtained and a copy provided to Vancouver Public Library in advance of the event.
19. Security Guards will be required, at the renter's or non-profit group's expense, at all events where alcohol is served. Should drinks and/or food be served at the event, additional cleaning fees could apply.
20. The renter or non-profit group is responsible for any licences and fees required by third parties. This includes (but is not limited to) special events permits, liquor licence, SOCAN licence to perform/play music.
21. The renter or non-profit group agrees not to contravene the Criminal Code of Canada and the Human Rights Act of British Columbia.