



# Community-Use Room Booking Policy

Approved by: ECRL Management  
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## Purpose

This policy outlines the priorities of use and the conditions for use of Community-Use Rooms at Eastern Counties Regional Library (ECRL) locations.

## Room Bookings

ECRL has Community-Use Rooms available for use at Alexander Doyle Public Library and Sherbrooke Public Library.

Community-Use Rooms are generally available for use during regularly scheduled open hours, unless otherwise indicated.

ECRL reserves the right to book Community-Use Rooms for staff use and ECRL programs and events. ECRL also reserves the right to limit bookings when staff resources are unavailable, and to cancel bookings when necessary.

Permission to use Community-Use Rooms does not imply any endorsement of the aims, policies, or activities of any group or individual.

When making Community-Use Rooms available for use, ECRL is committed to ensuring the dignity and safety of the public and staff without disruption to library services, and to maintaining the security of Library property.

## Rules for Use of Community-Use Rooms

- All meetings must be conducted in a manner consistent with ECRL's Library Use Policy, Internet Use Policy, and Technology Use Policy.
- Fundraising is not permitted at ECRL locations. Gaming, including lotteries is also not permitted.
- Sales of goods are not permitted unless authorized by ECRL Management except for Books and CDs sold at author readings or book signings.

- Library staff will have access to Community-Use Rooms at all times and may attend free of charge any event or meeting held on ECRL premises for the purpose of auditing or reviewing compliance with ECRL policies, or to access items or equipment located inside the Community-Use Room. Library staff will indicate their intention to enter the room with a knock if the door is closed.
- In the case of the Community-Use room at Sherbrooke Public Library, library users may also need to pass through the room in order to access the accessible entrance/outdoor ramp.
- Functions in a Community-Use Room that require an admission or registration fee are permitted only with the approval of an ECRL Manager.
- Press conferences are permitted only with the approval of the ECRL CEO.
- Activities taking place in Community-Use Rooms must be contained to the reserved space and not flow into other areas of the library.
- The size of the group of attendees must not exceed the occupancy limit for a Community-Use Room. Occupancy limits are based on fire code and must be strictly adhered to at all times.
- Room bookings must end 30 minutes before the library closes. The room setup and tear-down must be completed within the booked time, including having all waste placed in proper receptacles.

## Booking a Community-Use Room

ECRL Community-Use Rooms can be booked by library staff in-person at Sherbrooke Public Library and Alexander Doyle Public Library. The rooms can also be booked over the phone by calling the library branch directly. Room bookings can be requested online on the ECRL website. Applicants will need to provide contact information to reserve the space.

Community-Use Rooms are booked free of charge.

## Food and Beverages

ECRL does not have the required facilities to prepare or serve food and drink at any locations. Professional catering may be permitted with the advance permission of the CEO. If permission for catering services are provided by the CEO, all food and beverage arrangements, set-up and clean-up are the responsibility of the person or organization booking the room. All food and beverage items are to be removed from the meeting room at the conclusion of the booking

period. Serving alcohol at events at ECRL locations is strictly prohibited. See the ECRL Food and Beverage Policy for more information.

## Audio Visual Equipment

ECRL does not have audio visual equipment available for use. If the person or organization booking the room decides to bring their own equipment, they are responsible for the operation of such equipment, as well as any damage or replacement costs. ECRL is not liable for any damages to equipment that takes place onsite. ECRL reserves the right to regulate the use and installation of all equipment. All equipment must conform to fire and safety codes.

## Films and Music

In accordance with the Canadian Copyright Act any viewing or exhibition of films must have Public Performance Rights. Films may be shown if a license has been purchased by the organizer from a rights holder such as Audio Cine Films or Criterion Pictures. The Library assumes no responsibility if a film is shown in non-compliance with the licensing requirements.

Where music is publicly performed or played, a SOCAN (Society of Composers, Authors and Music Publishers of Canada) license fee must be paid for by the organizer. For pre-recorded music, a Re:Sound license fee may also be required. The Library assumes no responsibility if music is publicly performed or played in non-compliance with the licensing requirements.

## Promotion and Publicity

Organizations or individuals holding a publicly advertised event in a Community-Use Room must clearly advertise that they are the sponsor of their event. Advertising may not imply endorsement by ECRL of the content of the program or event. ECRL and the ECRL Board takes no position on the views, ideas or opinions of the organizations booking its rooms.

## Questions?

If you have any questions or concerns about this policy or its related procedures please contact [admin@ecrl.ca](mailto:admin@ecrl.ca).