

Multi-Purpose Room Usage Policy

The Portage la Prairie Regional Library provides physical space in the Library facility that may hold up to 50 people, known as the Multi-Purpose Room (MPR), which is available for the Library and others to utilize during normal Library business hours. While the Library reserves priority to use this space as is needed for Library and Library Board operations, the space may be made available for individuals and organizations to use.

The Library allows all individuals and organizations the right to utilize the MPR for their own purposes, without discrimination. However, while the Library and Library Board supports the Canadian Federation of Library Association's *Statement on Intellectual Freedoms and Libraries*, they also recognize that the Library is a community organization tasked to provide a free and safe space to the whole community of Portage la Prairie. In order to ensure the library remains a free and safe space for the whole community, any individual or organization that attempts to use the MPR for the purposes of inciting hatred against any legally protected groups, or that may be reasonably assumed to be doing so, will be denied the right at any time to utilize the Library's space.

The Library reserves the right to charge individuals and organizations a rental fee to use the MPR. This rental fee will be charged to the individual or organization making the rental (hereafter referred to as the 'rental entity'), and must be paid before the space is to be used. Failure to provide at least 24 hours' notice of rental cancellation, without good reason, will result in the forfeiture of the rental fee. Additional charges may be assessed to the renting entity if damages or excessive garbage is created in the MPR during the time of the rental.

Departments and Committees of sponsoring municipal governments to the Library, and all non-profit organizations, are exempt from the MPR rental fee unless they are hosting an event that requires paid entrance by attendees.

For any rental entity seeking to rent the MPR on a regular basis, the MPR may be rented for up to 12 months at a time, as long as the regular rentals do not significantly interfere with Library and Library Board operations. In the event the space becomes unavailable when scheduled for use (i.e. power outage in the Library facility), the Library will work to re-schedule the rent, and may provide a rental fee refund if a reasonable time is unavailable to re-schedule.

Library patrons may use the MPR for non-commercial purposes (i.e. studying) without prior booking when there is no scheduled use for the space, at the discretion of Library management. However, the Library reserves the right to ask the patron(s) to vacate the space within 5 minutes of the request being made.

If a rental entity intends to serve refreshments while renting the MPR, they are required to provide their own supplies and materials. Some equipment may be available to use from the Library for the purposes of preparing drinks (i.e. coffee, tea) if required.

All furniture and equipment from the MPR must remain in the Room during the time of the rental, unless permission was given by Library management to the rental entity for equipment to be moved outside the Room. Additional furniture and equipment may be available upon request. Damages and replacement fees will be charged against the rental entity in the event MPR equipment and furniture is deliberately damaged and/or negligently used by the rental entity.

All individuals and organizations wishing to use the MPR are required to abide by the Library's *Code of Conduct Policy* and the Library's *Harassment Prevention Policy*. Failure to abide by the terms in these policies will result in the immediate removal of the individual(s) present in the space, and may result in the individual(s) being banned from future entry into the Library facility.

Richard Bee

Head Librarian

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