

Kelowna Branch has three different types of meeting spaces available for rent: the Great Room, Classrooms and Meeting Rooms.

Who may use the rooms

- Profit or non-profit groups
- Gatherings of civic, cultural or educational character
- Non-partisan organizations, at which current election issues will be discussed by candidates for public office provided all candidates for the same office are invited

Use of rooms does not imply that the Okanagan Regional Library Board endorses or condones the beliefs of the group using the room.

Library sponsored programs are given priority in scheduling use of the rooms. **The library reserves the right to cancel a reservation if the space is needed for a library-sponsored program.** Every effort will be made to give adequate advance notice. A group is asked to give the library as much notice as possible if cancellation of its meeting is necessary.

Renter responsibilities

- Room set up (i.e., tables, chairs)
- **Returning everything to its proper place after the meeting and leaving it clean.** A fee (minimum \$25.00) may be charged if the room is not left clean and tidy.
- Responsible for any liability for loss, injury or damage to persons or property sustained by reason of a meeting or program. The Library does not assume any responsibility for any renter's property. The renter understands that the Library is released from any and all liability for any loss, injury or damage to persons or property, which may be sustained by reason of a meeting or program.
- Ensuring that the renter's meeting does not interfere with other normal library operations. This includes limiting the number of attendees, removing any participant behaving in an offensive or bothersome way, and asking the library staff to contact the RCMP if intervention is required. If the library is closed the onus is on the renter to contact the RCMP.
- Ensuring that participants do not smoke or consume alcoholic beverages while on library property.
- Meeting Room: Groups using the Meeting Room outside of regular library hours must ensure all doors are securely closed and locked, and that the washroom is vacant. If doors are not secured and the library must bring in staff as a result, the renter will be required to repay the library for those costs (\$120 minimum).
- Meeting Room: Groups using the Meeting Room when the library is not open must pick up the keys during library hours **the day before the meeting** and return them by 10:00 a.m. the following day. The keys may be returned through the book drop. Library staff will not issue keys after hours.
- Any portable technology equipment (e.g. projector remote, wireless microphones) must be placed in the designated locations in the meeting room before leaving.
- Continued use of the room by a group will be at the discretion of the Branch Head. Use may be denied if the group is disorderly or fails to comply with Library rules.

Room availability and rental fees (including tax)

Note: The group's set-up and take down times must be included in the rental block.

Main Floor Meeting Room

Whole Room

Capacity: 100

Rental fees:

\$80.00 (2 hour minimum)
\$40.00 for each additional hour
\$250.00 for a full day (6-8 hours)

Half Room*

Capacity: 40

Rental fees:

\$40.00 (2 hour minimum)
\$20.00 for each additional hour
\$125.00 for a full day (6-8 hours)

Classrooms and the Great Room

Classroom 1

Capacity: 55

Rental fees:

\$50.00 (2 hour minimum)
\$25.00 for each additional hour
\$150.00 for a full day (6-8 hours)

Great Room

Capacity: 300

Rental fees:

\$300 (4 hour minimum)
\$50 for each additional hour
\$550 for a full day (6-8 hours)

Classroom 2

Capacity: 40

Rental fees:

\$40.00 (2 hour minimum)
\$20.00 for each additional hour
\$125.00 for a full day (6-8 hours)

Additional Equipment

Renters are responsible for replacement or repair costs of any equipment used.

Presentation Equipment: Some rooms can include a portable sound system, microphone and projector. Presenters are asked to bring their own computer if possible. Please inform staff at time of booking if you need any presentation equipment.

Coffee and Catering: A coffee maker, kettle and small kitchenette is available in the Main Floor Meeting Room. The library does allow catering in most rental spaces. Please inform staff at time of booking if you want to use the kitchenette or plan to have your meeting catered.

Access information

- Main Floor Meeting Room may be used outside of library hours. Please inform staff at time of booking if you need to enter early or leave after the library closes.
- Great Room may be made available after regular hours but a staffing charge will apply.
- Other spaces are available only during open hours.

Reserving Meeting Rooms, Classrooms or the Great Room

- The rental fee must be paid a minimum of one week in advance of scheduled date.
- **Bookings are not finalized until rental fee has been paid.** There is a \$25.00 cancellation fee if a minimum of 24 hours notice is not given.
- Rooms are reserved by completing an application form which must be signed by one person from the group. This person is responsible for ensuring that the group using the room complies with library rules.
- Applications will be considered on a first-come, first-served basis for a particular meeting date.
- Rooms must be booked 48 hours in advance of, and no more than 120 days (4 months) prior to the date required.

February 16, 2017