



qathet

REGIONAL DISTRICT

SECTION 2	ADMINISTRATION POLICIES
POLICY	2.7
SUBJECT	COMMUNITY USE OF REGIONAL DISTRICT MEETING FACILITIES
ADOPTED	MARCH 27, 2014

POLICY STATEMENT:

The qathet Regional District realizes there may be times when community non-profit groups have difficulty in not only finding suitable meeting space, but also finding affordable meeting space.

PURPOSE:

To promote community use of the Regional District's meeting facilities.

SCOPE:

All non-profit community groups.

RESPONSIBILITY/AUTHORITY TO ACT:

All requests for meeting space must be approved by either the Chief Administrative Officer or the Manager of Administrative Services.

PROCEDURES:

Booking Process

In order to book meeting space, the following procedures must be followed:

1. Without exception, the Regional District's needs for meeting space will be considered first before allowing another user group to use the space.
2. Subject to availability, all non-profit community groups may book meeting space in the Regional District's meeting room, at no cost.
3. User groups must fill out a request to book meeting space.

4. To avoid single groups monopolizing meeting space, only one booking can be confirmed at any given time; however, the same group can re-book meeting space after the current meeting has been held.
5. To ensure availability and access to meeting rooms, user groups are encouraged to book well in advance of the scheduled meeting/event.
6. Whenever possible, user groups are encouraged to book meeting space for use during regular business hours.
7. Notwithstanding the above, meeting space may be booked between 8:30 am – 10:00 pm.
8. User groups are required to notify the Regional District office of any cancellation of their meeting/event.
9. User groups are required to provide the Regional District with a contact name and phone number at the time a meeting room booking is made. The Regional District reserves the right to deny meeting space if such contact information is not provided.

Room and Furnishings

1. Meeting space available can accommodate a maximum of 20 people comfortably.
2. Set-up of furniture and the re-organization of the meeting space is the responsibility of the user group.
3. User groups are required to supply their own flip charts and other consumable materials.
4. If required, user groups are expected to provide for their own coffee supplies, etc.
5. Good conduct is required at all times and user groups are expected to leave meeting rooms in a neat and orderly fashion.
6. User groups will be financially responsible for any damage that they cause to the rooms and/or furnishings.