



Policy Name	TOWN HALL MEETING ROOMS
Date Approved	
Date Of Review	
Policy Statement	This policy outlines the terms and conditions for the use of meeting rooms located at Riverview Town Hall
Scope	All patrons authorized to use Town Hall meeting rooms.

PURPOSE

The purpose of this policy is to outline the terms and conditions for the use of meeting rooms in the Town of Riverview Town Hall.

SCOPE

This policy is designed to guide the use of boardrooms located at the Town Hall. Meeting rooms are designed primarily to meet the operational needs of the Town of Riverview staff and provide accommodation for educational, informational, cultural and civic functions of the Riverview community.

The following meeting rooms are available for use:

- Council Chambers
- Riverview Board Room
- Gunningsville Board Room
- Riverview Heights Board Room

These rooms are available Monday to Friday (excluding holidays) and have up to a 25-person capacity.

PROCEDURE

Reservations & Cancellations:

- First priority for use of the meeting rooms is given to municipal meetings or programs. The normal operations of the Town must not be impacted by external use. This includes, but is not limited to:
 - Day-to-day operations of the Town Hall
 - Meetings of Council
 - Town organized events or workshops
 - Availability of staff resources
- Any group wishing to book a room for consecutive days will be charged a fee of \$50 per day.

- Requests for meeting rooms should be made at least two weeks in advance. Requests will be approved based on room availability. Reservations will be taken on a first-come, first served basis; however municipal meetings/events take precedence.
- The person reserving the meeting room will be the contact person and must be at least 18 years of age.
- The requesting organization must be one whose mandate and activities will not discriminate against any individual or group as outlined in the New Brunswick Human Rights Act.
- Completion of a Meeting Room Request is required to confirm any booking request. Applications may be completed and submitted online at www.townofriverview.ca/community/meeting-spaces , or obtained from the reception desk at Town Hall and submitted either in person, by mail or by fax. Confirmation of a reservation will be returned by email or telephone. Reservations are not final until confirmed by the Town.
- Any group may use available sound systems, audio-visual equipment, and microphones free of charge.
- Cancellations must be reported at least 24 hours in advance of the reservation date, except in the case of inclement weather. Cancellations will be accepted by email, phone or in person.
- Although the Town will make every attempt to find alternative facilities, the Town reserves the right to cancel a reservation without prejudice for reasons of safety, maintenance, adverse weather conditions or other town purposes.

Regulations:

Administration

The Corporate Services Department will be responsible for the administration of bookings. Staff will have the sole discretion to approve or reject event bookings based on the suitability of the event and capacity impacts. Suitable events may not be approved based on the frequency or timing of other previously booked events.

Use of Rooms

Town Hall is a non-partisan venue year-round. Council Members, Members of the Legislative Assembly and Members of Parliament are all welcome to attend events at Town Hall to fulfil their roles and responsibilities as elected officials, however, they will refrain from any campaigning. Registered political parties will not be permitted to hold an event or present a display inside Town Hall.

Utilization of a Town Hall meeting room does not constitute Town endorsement of the group's policies or beliefs. Meetings may not be publicized in any manner that suggests Town sponsorship or affiliation.

Users must have an affiliation or partnership with the Town to be accepted. Acceptable users include, but are not limited to:

- Municipal staff, boards and committees
- Local non-profit groups/organizations

- Non-business related local clubs/organizations
- Workshops
- Seminars
- Arts and culture related events

Other uses may be considered.

The following types of events are **NOT** permitted inside Town Hall:

- Commercial activities involving retailing and/or merchandising
- Preaching or activities that aim to convert or recruit someone to join a religion, cause or group
- Public rallies, petitions or demonstrations
- Recruitment or membership drives
- Registered political party events or displays
- Gatherings of a purely social nature

Organizations meeting in the Town Hall meeting rooms shall not use the Town for their mailing address or, even on a temporary basis, direct calls relating to their meetings to the Town telephone system.

Room Use

- Meetings may be scheduled during the following times: Monday – Friday – 8:30 a.m. – 4:30 p.m.
- With prior approval, groups may arrive at the meeting room up to 30 minutes before the meeting begins and leave the room no later than 30 minutes after the meeting is scheduled to end. All meetings rooms must be vacated no later than 5 p.m. Monday through Friday.
- Any group wishing to use a meeting room after regular office hours must have a staff or council member present at the meeting in order to secure the building.
- Meeting room doors must be closed while conducting meetings during normal business hours.
- Please note that Riverview Town Hall is a scent-free workplace. Visitors are asked to please avoid the use of scented products when attending meetings on site.

Clean-Up

- No decorations or application of materials to walls or floors is allowed.
- All garbage must be put in the proper trash bins.
- It is the responsibility of the user to ensure the room is returned to its original condition at the end of the meeting.

Damage

- No animals/pets are allowed in the meeting room except for guide or service dogs.
- Use of hazardous materials is prohibited.

- Costs for damage resulting from use of the meeting room that requires replacement or professional cleaning will be the responsibility of the user. The organization will be barred from further use of the room until such damages are paid.
- The Town of Riverview is not responsible for damage to, theft, or loss of articles or property belonging to persons reserving Town Hall meeting rooms and/or to those attending meetings.

Food & Beverage

- Only non-alcoholic beverages may be served in the meeting rooms.
- Catered meals are permitted. Coordinating catering is the responsibility of, and all supplies must be provided by, the room user.
- Use of the kitchen facilities and any equipment must be requested at the time of application for meeting room facilities. Use of the kitchen is for serving non-alcoholic beverages and light refreshments only. The Town does not supply dishes or utensils.

Supervision

- A responsible adult over the age of 18 shall be present at all times. If children are present, they must be supervised at all times.
- The conduct of the meeting will be respectable and well governed.
- It is the responsibility of the group reserving the room to be aware of all emergency exits and to evacuate the building in case of fire alarm or other emergency.

Staff Assistance

- Meeting rooms will be set up in advance as requested on the Meeting Room Application.
- Use of Town equipment including audio-visual must be requested at the time of application for meeting room facilities.
- The Town is not responsible to provide flipchart paper, pens, stationery, etc.
- Town staff will not be responsible for changing room set-ups and equipment on the day of the meeting. Such changes would be the responsibility of the room user.

Colin Smith
Chief Administrative Officer

Date

Ann Seamans
Mayor

Date