

Meeting Room bookings are governed by the [Room Use and Rental Policy](#). These guidelines provide specific information for customers who book rooms at Regina Public Library.

1. If bookings violate the [Safe Use and Conduct Bylaw](#) or the [Room Use and Rental Policy](#), they may be cancelled.
2. Cleanup is the responsibility of the customer; rooms should be left in the state they are found.
3. Staff have limited capacity to troubleshoot technology for external groups.
4. Staff will enforce the declarations made on the room booking, when necessary. For example, people who book a room for community use can have a fee applied, or their booking cancelled, if it turns out they booked a room for commercial use.
5. If a group does not show up 30 minutes after the start of the booking, the room becomes open to the public.
6. Room usage is for groups, so any room booking with only one person in attendance will be cancelled; bookings that had been declared group use, but then have only one person show up will be cancelled. DMS bookings are an exception, as they are intended for individual use.
7. Pets are not allowed in the library; service animals (as defined in The Saskatchewan Human Rights Code 2018, Policy on Service Animals) are allowed to accompany customers.
8. The fire code room capacity must be obeyed.
9. If the event becomes loud and disruptive to other people's enjoyment of the library, it is breaking our [Safe Use & Conduct Bylaw](#) and everyone will be asked to leave.
10. Social events, including birthdays, are allowed, under the following guidelines:
 - Food should be in the room only and completely cleaned up by the room booking end time (a charge can be applied if the room is damaged or dirty).
 - Regina Public Library does not provide entertainment or activities.
 - Play equipment (e.g., bouncy castles, etc.) cannot be set up in rooms.

11. Room bookings can be cancelled if the room is needed for library use.
12. Smudging must be requested at the time of booking to be allowed.