

# Meeting room rentals

Room bookings are currently available month-to-month only. For questions about booking rooms in the library, please email [spaces@nvcl.ca](mailto:spaces@nvcl.ca).

[View library floor plan\(1 MB\)](#)

## Room rental guidelines

Prior to booking a meeting room, please review the library's [meeting room policy](#). You must agree to all the regulations in the policy in order to continue with your booking.

[Meeting room policy](#)

### General

- A valid City Library card is required for all room bookings, and a City Library cardholder must be present for the duration of the booking.
- All room rentals will take place within normal library hours. Bookings will terminate 15 minutes before library closing.
- All persons using meeting rooms will comply with the general rules and regulations of City Library, or applicable laws.
- Rooms will be left in the condition in which they were found.
- Room doors will be kept closed to minimize noise and disruption.
- Room capacities may be altered without notice.
- Full payment is required 48 hours prior to the scheduled room booking. Non-payment or no shows do not constitute a cancellation.
- A minimum of 24 hours notice is required for a cancellation and subsequent refund for a room booking. In the case of repeat bookings (e.g. every Thursday), refunds will be permitted prior to

the first room booking date.

## Publicity

- Publicity for the room booking is the responsibility of the renter. Library signage is limited to the name of the event and location.
- No advertising, announcements, or other communications implying endorsement of the room booking by City Library or use of their logo is permitted.
- Promotional and other literature may only be distributed within the room booked.

## Equipment

- City Library will provide tables and chairs, and a white board and flip chart stand. All other supplies, such as pens, markers, (flip chart) paper and other items are the responsibility of the renter.
- Wired internet access is not available; bookings will use the library's Wi-Fi or provide their own mobile network.
- Use of the large screen TV or projections screen is free of charge. The renter must provide their own laptop.
- The renter is responsible for making sure that their devices can connect to the library's HDMI video/audio cable (detailed tech setup instructions for each room will be provided).

## Rooms available for rent

We are now accepting room rental bookings for events taking place Jan. 1, 2025, or later.

Review the spaces available, check their availability, then request a room. City Library has three rooms available for rent. Fees are based on the size and capacity of the room, with different pricing for for-profit and not-for-profit organizations.

You'll hear from us after you have submitted a request. If you still have questions, please email us at [spaces@nvcl.ca](mailto:spaces@nvcl.ca).

Please note that room rental requests by email or telephone are monitored Monday through Thursday from 8:30 a.m. – 1:30 p.m.

Inquiries about booking the study rooms on the 2nd floor are to be made by calling [604-998-3450](tel:604-998-3450).

If you are unable to find the room rental you are looking for at City Library, we recommend contacting the following organizations on the North Shore:

- [North Vancouver District Public Library](#)
- [North Vancouver Recreation Commission](#)
- [North Vancouver School District](#)
- [West Vancouver Memorial Library](#)

[Request the boardroom](#)

## Don Preston boardroom

[View availability](#)

- Capacity up to 12 people
- For-profit use: \$25/hour
- Not-for-profit use: \$12.50/hour
- Prices do not include GST

## Included equipment

- Whiteboard
- Flip chart stand
- Flat screen TV

[Request the half program room](#)

## Third floor program room (half, 26 x 24')

[View availability](#)

- Capacity up to 30 people
- For-profit use: \$50/hour + GST, three-hour minimum
- Not-for-profit use: \$25/hour + GST, three-hour minimum

A one hour set-up and take-down fee is applied to **any** booking for this room. For example, if you request a total of three hours, you will be charged for four hours.

### Included equipment

- Whiteboard (customer to provide their own markers and eraser brush)
- Flip chart stand (customer to provide their own markers and flipchart paper)
- Projector
- Adjustable-height instructor table

[Request the full program room](#)

### Third floor program room (full, 26' x 48')

[View availability](#)

- Capacity up to 60 people
- For-profit use: \$80/hour + GST, three-hour minimum
- Not-for-profit use: \$40/hour + GST, three-hour minimum

A one hour set-up and take-down fee is applied to **any** booking for this room. For example, if you request a total of three hours, you will be charged for four hours.

### Included equipment

- Whiteboard (customer to provide their own markers and eraser brush)

- Flip chart stand (customer to provide their own markers and flipchart paper)

- Projection/screen
- Microphone
- Flat screen TV
- Adjustable-height instructor table