

Boardroom Bookings Policy

1.0 Policy Statement

The City of Mount Pearl is committed to supporting community organizations in the community by providing meeting rooms booking at the Summit Centre. For security reasons the City is only able to provide bookings at the Summit Centre.

2.0 Purpose

The purpose of this policy is to provide guidelines for community groups to book meeting rooms at the Summit Centre. The purpose is also to promote and support community engagement within the City of Mount Pearl.

3.0 Scope

This policy applies to incorporated nonprofit organizations and charities located in the City of Mount Pearl.

4.0 Guidelines

The following guidelines shall apply for bookings of meeting rooms:

- a. Bookings will be made on a first-come first-served basis and will also include after hours.
- b. Community members are encouraged to contact the Summit Centre directly and provide a day and a time for the booking.
- c. Rooms can only be booked for a one-hour period from Monday to Friday, 8am to 11pm.
- d. Booking rooms are free of charge; however, community groups are asked to leave the rooms clean and to be thoughtful when using City equipment.
- e. Audio and visual equipment is included within the meeting rooms.

5.0 Approvals



Steve Kent, Chief Administrative Officer

November 21, 2018

Date