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.

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.
- A minimum of 24 hours notice to cancel your booking is required for a full refund. No-shows will be charged the full rental fee. 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

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.

Responses are not automated. We will respond to your submitted request during the weekdays within 48 hours. Please allow an additional 48 hours for a response if you submit a request between Friday and Monday. If we do not receive full payment within 48 hours prior to your booking, we reserve the right to cancel your booking.

Inquiries about booking the study rooms on the 2nd floor are to be made by calling 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 3rd floor program room (half)

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 3rd floor program room

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

Check 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