



**SUBJECT: ROOM RENTAL POLICY**

**Policy No: 2017-19**

**Date: December 11, 2017**

**Review Date: December 2021**

**Number of Pages: 7 including 2 Appendices**

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## **PURPOSE**

The purpose of this policy is to identify the guidelines under which the Innisfil Public Library meeting rooms may be made available to the public, and to provide the applicable fee schedule.

## **POLICY**

### **General**

Recognizing the public ownership of the Innisfil Public Library and the public's right to use its facilities, meeting rooms are available to the public on an equitable basis regardless of the beliefs or affiliations of the individuals or groups requesting their use. The Library does not necessarily support the aims or objectives of groups renting space in the branches.

### **Application**

This policy applies to all Staff who may be involved in the administration of and all members of the public and organizations who may be interested in the rental of Innisfil Public Library space.

### **Definitions**

**An After-Hours Security Fee** is charged when the room rental occurs during times when the Library is closed, either before or after the specific location's regular hours of operation.

**The Applicant** is the one individual who will act as the authorized officer for any group wishing to book meeting rooms. That individual must be 18 years of age or older and willing to take legal responsibility on behalf of the group for all aspects of the room rental including the application and payment.

**A non-profit group** is a group whose primary function is participation in a specified recreational, cultural, community service or leisure interest; a group whose primary function is service to the community at large through support of a shared interest and which must be managed by a voluntary executive and/or board; and boards of education and recognized religious institutions.

**SOCAN (the Society of Composers, Authors and Music Publishers of Canada)** is a not-for-profit organization that represents the Canadian performing rights of millions of Canadian international music creators and publishers. When music is performed in a public space, fees are collected subject to a **SOCAN** licence.

### **Guidelines**

The Innisfil Public Library has several meeting rooms and spaces available for use by the public. The Library wishes to encourage use of the rooms by many groups so long-term commitments to any group cannot be made for longer than six months.

- Meeting rooms are available to both profit-making and non-profit groups.
- Innisfil Public Library will not be responsible for personal injury or damage, nor for the theft or loss of clothing or equipment of the Applicant or anyone attending on the invitation of the Applicant.
- The sale of tickets or other promotional materials for fundraising or commercial purposes is not permitted in the Library, with the exception of Town or Library Board sponsored events.
- Attendance at meetings will be limited to the capacity of the individual meeting rooms. Seating and/or supplementary furniture are not allowed in corridors outside the meeting rooms.
- Smoking is prohibited inside the building, on the outdoor recreational spaces, and within nine (9) meters of the entrances or exits as per the Town By-law.
- Adults must supervise children at all times.
- All minors' functions and activities must be chaperoned by an individual(s) 18 years or age or older and willing to take legal responsibility. For every ten minors, one adult chaperone must be in attendance. For example, seven children would require one chaperone; eleven children would require two chaperones.
- Library business phone use will be limited to emergency calls only. No telephone messages will be taken.
- Any infractions of library policies and procedures, or any applicable legislation shall mean automatic cancellation or revocation of the agreement with the Applicant.

### **Refreshments**

- Events may be catered but dishes, utensils and kitchen services are not provided.
- The approval of a request to serve alcoholic beverages will be considered in limited low risk situations. The following factors will be reviewed:
  1. Whether or not it is a Library or Town sponsored event;
  2. Whether or not Library Staff will be in attendance;
  3. The number of proposed attendees;
  4. The length of the event (e.g. three hours or less); and
  5. The timing of the event (e.g. middle of day).

- Further to the approved application, including the approval to serve alcoholic beverages, the serving of alcoholic beverages is subject to the applicant holding an approved *Special Occasion Permit* application from the *Alcohol and Gaming Commission of Ontario (AGCO)*, and must be in accordance with the requirements of the relevant Library Alcohol Risk Management Policy.

### ***Booking and Rental Rates & Fees***

The three small study rooms at the main branch are available at no charge, on a first-come, first-served basis for up to two hours maximum at a time. Extension of usage for one half hour at a time, is available if no one else is waiting.

A customer interested in renting a room will discuss the purpose of the rental, the facilities available and the fee with Staff. If the terms are agreeable to both parties, then the appropriate manager will complete a Room Rental Contract (*See Schedule B*) which must then be signed by the applicant. A signed Room Rental Contract, applicable licences (e.g. AGCO), proof of liability insurance as required, relevant deposit/cancellation fees and rental fees paid in full (if required) for each reservation date are required to confirm a reservation, preferably at the time of booking, but at the very latest within the 24 hours prior to when the rental is scheduled to begin. A copy of an accepted *Special Occasion Permit* must be received **no later than five days prior** to when the rental is scheduled to begin.

- Priority shall be given to library sponsored or co-sponsored programs.
- Space may not be booked beyond one year in advance of the date of intended use.
- Space may not be rented for the purposes of political campaigning or electioneering.
- The Board reserves the right to refuse an application and to cancel any booking on 48 hours' notice, at which time a full refund will be made.
- The use of library facilities shall be subject to the supervision of the employees of the Board or persons hired by the Board for that purpose.
- The Board requires that one individual acts as the authorized officer for any group wishing to book meeting rooms.
- The authorized officer (Applicant) must be 18 years of age or older, and willing to take legal responsibility on behalf of the group for all aspects of the room rental, and they or a designate, must remain on the premises during the course of the meeting. When making a reservation the user will provide:
  - Name of organization;
  - Name, address, and telephone number of the responsible person;
  - Total number of persons expected to attend.
- The Applicant will sign the Room Rental Contract, and waiver forms as required. The Applicant shall be responsible for the conduct and supervision of all persons admitted to the meeting room and shall see that all regulations stated in this policy are strictly adhered to.
- The Applicant will be responsible for payment of all damage costs arising from the misuse of property and will be required to indemnify the Innisfil Public Library against any and all claims of every nature and kind and any costs which may arise out of or by reason of granting this application.

- The Applicant is to comply with room capacities and room set-up, as outlined in the attached Fire Plan.
- The Applicant is to be aware of the contents of the Fire Plan and in the event of a fire, is to follow the approved plan.
- The Applicant is to notify Library Staff when their group is finished its use of the facility.
- Rates are subject to change without notice by motion of the Board.
- A *SOCAN* fee may apply.
- If the booking time begins or ends beyond the hours of library operation, an 'after-hours security fee' will be applied. The building should be vacated by 11:00 p.m.
- The amount due for the room rental is equal to the applicable rate per room plus any applicable 'after-hours security fee', and is payable in two equal installments:
  - 50% is due at the time of booking and the remaining 50% is due within the 24 hours prior to the event.
- Rooms may be booked for one hour, two hour, three hour or eight hour blocks. If a room is required for more than three but less than eight hours, the final fee will be calculated using the total number of hours at the three-hour block 'per hour' rate.
- *See attached Schedule A for rates and fees.*

#### ***Audio Visual Equipment***

Some equipment may be available to be booked with the rooms and must be booked in advance.

- A service charge may be levied.
- Availability of A/V equipment may vary by location.
- Organizations are responsible for the operation of such equipment, as well as, any damage or replacement costs.
- All electrical equipment brought in by the Applicant is subject to the prior written approval of the Library.

#### ***Room Set-Up***

Groups are responsible for their own set-up and clean-up which must be done within the hours listed on the contract.

- No additional furniture or equipment other than that already available in the room will be provided.
- A group may provide personal furniture or equipment with prior approval from the Library.
- Nothing may be attached to the walls or the ceiling tiles.
- Fire codes prohibit any open flames, including incense or candles.
- Equipment, supplies or personal effects cannot be stored or left in library rooms before or after use.
- All garbage and recyclables must be placed in library designated receptacles. Applicants are encouraged to recycle materials to the best of their ability.

### ***Promotion/Publicity***

Advertising or promotion of an event will **not** imply that the Library is endorsing the renter of the room. The name and address of the Library may **only** be used for identifying the location of the event and the Library's logo will not be used in advertising materials without the prior written approval of the Library.

The Library reserves the right to view and approve of any advertising materials before they are distributed. If the materials do not align with the tenets of this policy, the Library shall request their withdrawal and a retraction.

Any announcement or notices to publicize an activity must not be distributed within the Library without prior approval from the Library.

*Schedule A – Rental Rates and Fees 2017*

*Schedule B – Room Rental Contract*

Approved by the Innisfil Public Library Board, December 11, 2017  
Motion Number: 2017.89

Supersedes Policy #2015-04, approved April 20, 2015, Motion #2015.43;  
Policy #2010-04, approved February 16, 2010, Motion #2010.19;  
Policy #2009-10, revision approved May 19, 2009, Motion #2009.41;  
Policy #2006-08, approved March 20, 2006, Motion #2006.26;  
Policy #2001-07A, approved November 12, 2001, Motion #2001.52; &  
Policy #2001-07, approved September 10, 2001, Motion #2001.39.



**Schedule A – Rental Rates and Fees – 2017**

<b>Facility</b>	<b>Resident</b>	<b>Non-Resident</b>	<b>Charitable Rates</b>
Computer Training Lab (Lakeshore)	\$50.00 per hour for min. 3 hour booking \$300.00 for 8 hours	\$60.00 per hour for min. 3 hour booking \$360.00 for 8 hours	\$25.00 per hour for min. 3 hour booking \$150.00 for 8 hours
Meeting Rooms <i>*see below for list</i>	\$20.00 per hour for min. 3 hour booking \$120.00 for 8 hours	\$24.00 per hour for min. 3 hour booking \$144.00 for 8 hours	\$10.00 per hour for min. 3 hour booking \$60.00 for 8 hours
Community Room (Lakeshore) (Occupancy of 56)	\$25.00 per hour for min. 3 hour booking \$150.00 for 8 hours	\$30.00 per hour for min. 3 hour booking \$180.00 for 8 hours	\$12.50 per hour for min. 3 hour booking \$75.00 for 8 hours
Performance Space/Multi-Purpose Area - <b>Not available during Library open hours</b>	\$30.00 per hour for min. 3 hour booking \$180.00 for 8 hours	\$36.00 per hour for min. 3 hour booking \$216.00 for 8 hours	\$15.00 per hour for min. 3 hour booking \$90.00 for 8 hours
Reading Garden	\$25.00 per hour for min. 3 hour booking \$150.00 for 8 hours	\$30.00 per hour for min. 3 hour booking \$180.00 for 8 hours	\$12.50 per hour for min. 3 hour booking \$75.00 for 8 hours
Study Rooms	No fees, no reservations; first come, first served - 2-hour maximum	No fees, no reservations; first come, first served – 2-hour maximum	No fees, no reservations; first come, first served - 2-hour maximum
Deposit/ Cancellation Fee	50% of rental fee per booking	50% of rental fee per booking	50% of rental fee per booking
After-Hours Security Fee	\$30.00 per hour	\$30.00 per hour	\$30.00 per hour

**\*Meeting Rooms**

- Stroud (after hours only)
- Cookstown – programme room
- Lakeshore Library & ideaLAB – Board Room (occupancy of 18)



**ROOM RENTAL CONTRACT**

DATE/TIME REQUIRED:

TIME FOR SET-UP REQUIRED?

BRANCH:

NAME OF GROUP/ORGANIZATION:

CONTACT PERSON:

PHONE:

EMAIL:

Should you require use of the Meeting Room after regular Library hours, an extra charge will apply.

NUMBER OF PEOPLE ATTENDING:

EQUIPMENT REQUIRED:

TOTAL ROOM RENTAL CHARGE:

As I am either the Executive Officer or the person responsible for the group, I shall guarantee that the requirements as outlined in the Innisfil Public Library Board Room Rental Policy, will be strictly enforced. I have received a copy of the above mentioned Room Rental Policy.

DATE OF ACCEPTANCE

SIGNATURE OF LESSEE OR EXECUTIVE OFFICER

DATE OF ISSUANCE

LIBRARY MANAGER

<b>STAFF USE ONLY</b>		
Cheques payable to: Innisfil Public Library		
FEE: \$		
CIRCLE, INITIAL, AND DATE WHEN RECEIVED:	Deposit (50%)	Full Amount