



SUBJECT: ROOM RENTAL POLICY

Policy No: 2026-13

Date: April 21, 2026

Review Date: April 2027

Pages: 9

PURPOSE

The purpose of this policy is to identify the guidelines under which the Innisfil ideaLAB & Library (“the Library”) spaces may be made available to the public, and to outline the conditions, and priorities for use of community and event spaces available to rent from the Library.

POLICY

General

The Library’s spaces are community assets that are utilized to advance individuals and the communities we serve in ways consistent with the Library’s mission, values and strategic priorities. Library meeting rooms and event spaces are made available for use by the general public for a fee, when not being used for Library purposes. Meeting rooms are available on an equitable basis regardless of the beliefs or affiliations of the individuals or groups requesting their use, who are in compliance with the conditions outlined in this Policy, and other Library Policies. Renting a Library space does not constitute endorsement by the Library of the group or individual, nor their policies, aims, or activities.

Application

This policy applies to any members of the public who use the Library, and, all Library employees including, but not limited to, full-time, part-time, contract, seasonal, casual, student/co-op employees, long-term volunteers, and Board Members.

Definitions

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 Charitable Organization is a group that is registered with the Canada Revenue Agency as a charity, and which has a valid Charitable Registration Number. The Library reserves the right to request proof of charitable status, including the organization's registration number.

A Co-Sponsored Program is one where activities take place in Library spaces that are offered by Library partners. Generally, the Library provides its space for free and the partner offers a learning activity for free. The partner can brand the program, but they work with the Library to ensure it is promoted by the Library and that relevant library resources are identified when appropriate.

Commercial Organization means individuals, businesses, or organizations engaged in or concerned with commerce will be charged the commercial room rental rate.

Partnering Agencies/Community Partners refers to the various organizations with which the Library has entered into a partnership for the purposes of pursuing mutual interests with the shared goal of enhancing quality of life for Town of Innisfil residents and library users.

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. The Library reserves the right to ask for proof of not-for-profit status.

Partnership is defined as a mutually beneficial agreement that assists both parties in the delivery of a program or service to their customer base.

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.

Guidelines

Types of Rentals and Prioritization

The primary purpose of the spaces operated by the Library is to facilitate the delivery of Library services; as such, the Library has priority over other uses, for any purpose. Rentals which would duplicate Library programs or services for profit will not be permitted. Rooms and event spaces will be made available to other organizations, residents, and businesses, only during times when they are not needed for Library services. Priority for use of designated spaces will be as follows:

- a) Library programs, co-sponsored programs, meetings, and other purposes
- b) Library-related groups and official partners
- c) Actively serving Town of Innisfil Council for two bookings per year, per Councillor, for the purpose of facilitating publicly convened meetings, excluding election campaigning and related activities
- d) Election-related education and events that comply with the Library's Political Elections Policy
- e) Non-profit community groups and organizations
- f) Charitable organizations
- g) Others, including businesses

Exceptions to the prioritization schema may be made at the discretion of the Library in an effort to support the activities and inclusion of equity seeking groups in our community.

Fees And Payment

A fee will be charged at an hourly rate as set in the Library's Fees & Charges Schedule, and will be stated in the Rental Agreement. Rental fees may be reduced or waived for organizations that partner with the Library, or which conduct activities that help meet the Library's goals as set out in the Library's Strategic Plan. A booking is not considered finalized until both the Rental Agreement has been signed and received by the Library, and the deposit has been paid (unless waived by the Library). A deposit may be required to confirm a room booking at the discretion of the Library. This deposit must be paid within 5 business days of receiving the booking confirmation or at least 14 days prior to the event date, whichever comes first. If the deposit is not received by this deadline, the reservation may be cancelled.

Rental rates are set by the Library as outlined in the Library Fees and Charges Schedule and subject to change. Hourly rates are based on the status of the Applicant, categorized as follows:

- a) Residents
- b) Non-Residents
- c) Charitable and Non-Profit Organizations
- d) Commercial Organizations

After Hours Fee

When a booking occurs outside the Library's regular hours of operation, an after-hours building monitoring hourly fee will be charged to the Applicant, in addition to the standard hourly rate. This includes the cost of two on-site employee supervisors, required for all after-hours rentals.

Late Fee

A late fee may be charged if the rental time is exceeded, at the applicable hourly rate.

Equitable Access

The Library is committed to providing equitable access to its spaces and supports reconciliation by improving access for Indigenous communities. The Library also recognizes that systemic barriers may limit access for equity-seeking and marginalized groups. To help reduce these barriers, room rental fees may be waived for Indigenous and other equity-seeking community groups and organizations when fees would otherwise prevent their use of library spaces for meetings or activities.

CANCELLATION**By the Applicant**

If the Applicant cancels a confirmed booking more than two operating days in advance, the Library will refund the full amount minus a \$15 administrative fee. Cancellations received less than two operating days in advance will forfeit the deposit. No shows or cancellations less than two operating days before the booking will not be reimbursed. Operating days are defined as days the Library is open for public service.

By the Library

The Library may cancel a booking for any reason with 48 hours' notice. The Library reserves the right to cancel any booking without notice due to an emergency, or events beyond its reasonable control, or if, in the opinion of the Library, the booking is in violation of Library policies or the terms set out in the Rental Agreement. If the Library cancels the booking, the Applicant will receive a full refund and the Library will have no further liability to the Applicant.

Library operational needs and strategic priorities change over time. Groups that work in collaboration and are aligned with library policies will be prioritized. Past approval should not be considered an ongoing commitment as Library employees are required to annually review priorities and commitments.

CONDITIONS OF USE

Food and Beverages

The Applicant is permitted to serve food and non-alcoholic beverages while using the space. The Library does not have a kitchen available and will not provide any food or beverage related supplies, such as utensils, cups, and napkins. Events may be catered, with all supplies and equipment to be arranged and provided by the Applicant. When an event is catered, the Applicant must provide this information prior to completing the booking, including all information about equipment and set-up.

Alcohol

The approval of a request to serve alcoholic beverages will be considered in limited, low risk situations. The following factors will be reviewed:

- a) Whether or not it is a Library or Town sponsored event;
- b) The number of proposed attendees;
- c) The length of the event and
- d) The timing of the event

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), proof of liability insurance, and must be in accordance with the requirements of the relevant Library Alcohol Risk Management Policy.

Animals

The only animals permitted on Library premises are service animals. Animals cannot be brought in for the purposes of entertainment. The Library has the right to request proof that an individual requires a service animal.

Equipment

A/V and other technical equipment may be available to be booked with the rooms and must be booked in advance. Equipment rental does not include a technician or operator; however, staff employees can provide basic instruction in advance by appointment. Organizations are responsible for the operation of such equipment, as well as any damage or replacement costs. The Library strongly recommends that all equipment be tested during a pre-arranged appointment prior to the event. The Library does not guarantee that technical equipment will function on the day of the event. Alternate arrangements are the responsibility of the Applicant. 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 completed within the hours listed on the contract. Furniture will be returned to its original location at the end of the booking. If booking is within hours of operations, the Library's collection must remain accessible.

- 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 without prior approval from the Library.
- Open flames (including candles of all types) are generally prohibited; however, exceptions may be made for ceremonial, cultural, or religious practices such as smudging, by Indigenous persons for traditional Indigenous cultural or spiritual purposes, consistent with the Smoke-Free Ontario Act. Exceptions will only be granted when appropriate safety standards can be reasonably met by both parties, and must be requested and approved prior to signing the rental agreement.
- 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.
- For some events, the Library may require the Applicant to provide a floor plan in advance, and reserves the right for advanced approval which must be completed no less than 5 days prior to the event. Employees may provide basic guidance prior to the event during a pre-arranged appointment.
- A cleaning fee may be charged if the room is not left in the same condition in which it is found.

Advertising and Publicity

Advertising or promotion of an event will not imply that the Library is endorsing the Applicant or the associated organization. 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 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 written approval from the Library.

SOCAN Fees

[SOCAN fees](#) apply to groups playing music during the duration of the room rental at the Library. Music includes live and recorded, voice or instrument in both popular and classical categories. The Applicant is responsible for paying any SOCAN fees directly to the organization, and the Library will not collect or remit any associated fees.

RESTRICTIONS ON USE

All activities, programs, meetings, or events conducted in the Library are subject to the Policies and Code of Conduct of the Library. The Applicant is responsible for the activities conducted in the space, and will ensure they are in compliance with Library Policies, as well as the [Canadian Charter of Rights and Freedoms](#), the [Ontario Human Rights Code](#), and all other applicable laws and statutes. The Applicant must ensure that children will be adequately supervised by an adult (aged 18+) at all times. Library Employees are not responsible for supervision.

The Library reserves the right to deny or cancel any booking, with or without advanced notice, which in the Library's opinion:

- Conflicts with the Library's Policies, Code of Conduct, or organizational goals
- Is contradictory to the Ontario Human Rights Code or other legislation
- There is a misrepresentation of the purpose or activities planned
- Activities pose a safety risk to participants/attendees
- There is a likelihood of misuse of premises or equipment
- There is an instance of past misuse of premises or equipment
- Past non-payment of fees
- Past infractions of Library Policies or applicable legislation
- Activities will negatively impact other customers' ability to use the Library
- The Applicant intends to sell tickets, goods or services, or recruit clients, without prior written approval from the Library

The following restrictions exist on the use of Library spaces, including room rentals:

- **Illegal Activity:** the Library will not knowingly permit any individual or group to use its facilities in contravention of Canadian or Ontario laws, including local Bylaws.
- **Discrimination:** The Library will not allow events or meetings where attendance is limited on Code-protected grounds, except where the prospective group satisfies the Library that such limitations are consistent with the ameliorative provisions of the Code and/or Charter. We will not approve of events that are intended to advocate actions that contravene Canadian or Ontario laws.
- **Sales Promotion:** Events promoting the purchase of specific brands/products/service are not allowed. General consumer education from knowledgeable professionals are not included in this category.
- **Duplication:** Rentals which would duplicate Library programs or services for profit will not be permitted.

- **Social Gatherings:** Gambling and private social gatherings, such as birthday parties, showers, celebrations of life, are not permitted.

Exemptions to restrictions on use may be reviewed at the discretion of the CEO. Applicants who are denied permission to use Library facilities may, upon written request, have the decision reviewed by the CEO, whose decision shall be final.

Use of Non-Bookable Library Spaces

Only library spaces designated as bookable are governed by this Policy. Other areas of the Library, including informal seating, study desks, and common areas, are available for general public use and are not reservable.

Use of non-bookable spaces by individuals or groups must remain informal and drop-in. Regular, recurring, or exclusive use of non-bookable spaces by a group or individual is not permitted unless expressly approved by Library staff. Such use may require a written agreement.

Informal use of a space does not create an ongoing right or expectation of access to that space, furnishings, or location.

LIABILITY

The Library will not be responsible for personal injury or damage, nor for the theft or loss of clothing, equipment, or other belongings of the Applicant or anyone attending at the invitation of the Applicant.

The Applicant will be responsible for supervising the activities of everyone admitted to the space during their booking. The Applicant will be responsible for payment of all damage costs arising from the misuse of Library property.

Proof of liability insurance may be required for certain bookings. In these cases, the Applicant must provide a certificate of insurance that names the Library and the Town of Innisfil as additional insured parties. Higher coverage amounts may be requested depending on the nature of the event.

Library Employees must have access to facilities at all times and may attend free of charge any event, meeting or course held on Library premises for the purpose of auditing or reviewing compliance with the Rental Agreement, Library policies, and applicable legislation.

Related Policies

Library and Political Elections Policy

Strategic Partnership Policy

Vision, Mission Statement, Values and Commitment to Service Policy

Equity, Diversity & Inclusion Policy

Related Documentation

Library Fees and Charges Schedule

Approved by the Innisfil Public Library Board, April 21, 2026,
Motion Number: 2026.23

Supersedes Policy #2025-10, approved May 20, 2025, Motion #2025.33; and
Policy#2022-25, approved September 19, 2022, Motion #2022.67; and Policy #2017-19,
approved December 11, 2017, Motion #2017.89 &
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.