

## ST. CATHARINES PUBLIC LIBRARY

### POLICY

<b>Section:</b> General <b>Number:</b> G5	<b>Subject:</b> Meeting Rooms	<b>Motion #:</b> 85-03      07-29 94-50 03-45
<b>Approval Date:</b> Jan. 10/85	<b>Effective Date:</b> Jan. 10/85	<b>Review:</b> Annual
<b>Notes:</b> Implemented in 1985, amended in 1994. Rates amended May 15, 2003, to be effective January 1, 2004. Policy amended March 15, 2007. For-Profit rate implemented effective August 1, 2007. Kitchen and Equipment Fees amended April 19, 2007 effective May 1, 2007.		

#### **POLICY STATEMENT**

The purpose of this Policy is to outline the terms and conditions for the use of meeting rooms at the Central Library.

Meeting rooms are provided for Library and Library-related programs and meetings. After these needs are met they may be available to groups and organizations as revenue-generating public facilities to be booked for meetings, education or training seminars, cultural events, and community interest activities. All uses of the rooms should be in keeping with the spirit of what is acceptable in any other part(s) of the Library.

Meeting rooms are not rented for: private social functions; fundraising events or bazaars; trade exhibitions; religious services; direct sales of products or services; or for programs that are not suited to the Library's physical facilities and family oriented atmosphere. When special circumstances apply, a request may be made in writing to the C.E.O. for exceptions to the above.

Use of the meeting rooms by any groups or organization does not constitute an endorsement by the Library Board of that group or organization's beliefs or policies. Programs must not contravene the *Criminal Code of Canada*.

#### **Definitions**

The following definitions shall apply for the purposes of this Policy:

Non-profit group - any group or organization formed for the purpose of serving a public or mutual benefit other than the pursuit or accumulation of profits for owners or investors.

Profit-making group - any group or organization formed for the purpose of creating a profit.

**Regulations**

1. Booking priority for the use of Library meeting rooms will be as follows: (a) Library use, (b) Non-profit groups, and (c) Profit-making groups. Rooms may not be booked by any groups with the intent of breaking any laws, promoting racist or obscene programs.
2. Organizations renting space from the Library may not be in contravention of the *Ontario Human Rights Code, 1990* and the *Canadian Charter of Rights and Freedom, 1982*. The Library reserves the right to attend any meeting held in its facilities.
3. All bookings are made through the Administration Office at the Central Library. The Library reserves the right to review the Rental Application and Agreement Form. Acceptance or refusal of a specific booking shall be at the discretion of the C.E.O. Any person or group so refused may appeal in writing to the Board.
4. A rental fee is charged in accordance with the size of the room and its facilities. There are two fee schedules one for non-profit and one for-profit. If non-profit groups charge admission the for-profit rate will apply.
5. A representative of the group or organization will be required to sign the Rental Application and Agreement Form which states that the group is responsible for damages and indemnifies the Board against any and all claims arising out of the group's use of the facilities. Groups must designate a contact person responsible for room bookings.
6. Organizations renting space from the Library must add the following disclaimer to all promotional materials advertising their programs held in the Library: "This program is not sponsored by the St. Catharines Public Library and the Library carries no responsibility for its content." Distribution of promotional material in the Library for events held in the Library is not permitted, except for Library co-sponsored events or with the approval of the C.E.O.
7. Smoking is not permitted. Alcohol consumption is not permitted. The use of open flames, smoke or odour produced by burning aromatic substances such as candles is strictly prohibited.
8. Organizations are responsible for complying with all applicable laws and by-laws as well as the Library's Rules of Conduct.
9. It is the responsibility of the renting group to evacuate the room in case of a fire alarm or other emergency.
10. The Library is not responsible for damage to, theft, or loss of articles or property belonging to persons renting Library rooms and/or to program attendees.

**Regulations** (cont'd)

11. Rooms must be left in an orderly and clean condition. All refuse to be put into waste containers.
12. Use of the kitchen facilities and any equipment must be requested at the time of application for meeting room facilities. Use of the kitchen is for serving non-alcoholic beverages and light refreshments only. The Library does not supply dishes or utensils.
13. The Library, in its sole discretion, reserves the right to terminate the Applicant's right to the use of the premises if:
  - a) The Library becomes aware of a use contrary to law.
  - b) The Applicant has misrepresented anything in the contract.
  - c) There is a likelihood of harm to any person or property.
  - d) The Library becomes aware the premises are intended to be a permanent or long-term location for the Applicant's activities.
  - e) The Applicant has previously misused the premises or other Library facilities or has failed to pay any fees of any sort owing to the Library.
  - f) The Applicant has failed to make full payment for use of the premises by the time of confirmation of booking of such use.
14. If the Library is unable to provide the premises for the Applicant's use due to matters beyond the Library's reasonable control, including but not limited to damage to the premises or labour disruption, then the booking shall be terminated and the Applicant shall be entitled to a refund of fees it has paid the Library. The Applicant will waive any claims for damages or compensation on such account of such termination other than the refund referred to above.

**Bookings, Fees, Payment, Cancellations and Refunds**

1. Meeting rooms may be booked by phone but a signed Rental Application and Agreement Form must be returned to the Library within 10 business days of the verbal booking. If the signed form is not received the room will not be held.
2. Meeting rooms may be booked 12 months in advance based on availability. The Library reserves the right to limit the number of bookings.
3. Meeting rooms may be booked for specific blocks of time as per the attached fee schedule (Appendix 1).
4. Kitchen facilities and equipment may be rented as per the attached fee schedule (Appendix 2).
5. Payment may be made in advance or the group may request an invoice. The Library accepts cash and cheques payable to the St. Catharines Public Library. NSF (not sufficient funds) cheques will be subject to a \$20.00 handling charge.

**Bookings, Fees, Payment, Cancellations and Refunds** (cont'd)

6. Cancellations for room bookings **must be reported at least 14 days in advance** freeing rooms for other bookings. **Groups will be charged and no refunds on pre-payments will be given if the cancellation is not made 14 days in advance of the booking.**
7. The Library will not accept new bookings and will cancel existing room bookings for groups that have invoices outstanding for 45 days or more. Those accounts will be turned over to a collection agency.
8. At the discretion of the Library, rental charges may be waived if the activities of the group are closely related to the activities of the Library or when the group is partnering with the Library in its delivery of a program.
9. A baby grand piano, located in the Mills Memorial Room, may be booked. The piano is available for practice by advanced students for a charge (Appendix 2), in addition to the charge for the Mills Memorial Room. Bookings should be made in advance.
10. The Library follows a regular piano tuning program. However, if piano tuning is requested by a group or individual, arrangements must be made through the Library at the time of the booking. The current rate for tuning will be charged.

**Implementation**

The Policy shall be implemented by the C.E.O.

**Procedural Guidelines**

1. The C.E.O. shall ensure that the necessary procedures are implemented.

/sl

## Appendix 1

### MEETING ROOM FEE SCHEDULE

The meeting rooms may be booked for specific blocks of time. The charge for each booking and the times that are available are as follows:

ROOM	TIME	NON-PROFIT RATE INITIAL FEE	FOR-PROFIT RATE INITIAL FEE	ADDITIONAL BLOCK(S)
Mills Memorial Room	9:00 a.m.-12 noon	\$40.00	\$60.00	\$15.00
	1:00 p.m.-5:00 p.m.			
	6:00 p.m.-11:00 p.m.			
Rotary or Bankers Room	9:00 a.m.-12 noon	\$20.00	\$30.00	\$7.50
	1:00 p.m.-5:00 p.m.			
	6:00 p.m.-11:00 p.m.			
Rotary and Bankers Rooms Combined	9:00 a.m.- 12 noon .	\$40.00	\$60.00	\$15.00
	1:00 p.m.-5:00 p.m.			
	6:00 p.m.-11:00 p.m.			
Kiwanis/Trust Room or Story Hour Room	9:00 a.m.-12 noon	\$15.00	\$20.00	\$5.00
	1:00 p.m.-5:00 p.m.			
	6:00 p.m.-9:00 p.m.			

#### SEATING CAPACITY AND ARRANGEMENTS

Mills Room

(34' L x 27' W plus 10' stage)

Theatre style – 130 chairs

Conference Style – 50 to 60 chairs

Rotary or Bankers Room

(24' L x 20' W) or (21' L x 20' W)

Theatre style – 30 chairs

Conference style – 10 to 15 chairs

Rotary and Bankers Room

(45' L x 20' W)

Theatre style – 60 chairs

Conference style – 20 to 30 chairs

Kiwanis/Trust Room or Story Hour Room

(20' L x 15' W)

Conference style – 6 to 8 chairs

**KITCHEN AND EQUIPMENT FEE SCHEDULE****KITCHEN**

Kitchen use includes kettle & coffee urns	\$5.00
---	--------

**GENERAL**

➤ Lectern	\$5.00
➤ Easel	\$5.00
➤ Blackboard	\$5.00
➤ Flipchart w/paper	\$5.00

**AUDIO-VISUAL EQUIPMENT**

➤ Wireless enabled laptop computer	\$25.00/4 hours
➤ LCD Projector	\$50.00/4 hours
➤ Wireless Internet access	\$5.00/4 hours

➤ TV/DVD/VCR combo	\$20.00
--------------------	---------

➤ Sound system	\$30.00
----------------	---------

(up to 4 microphones Mills Room only)

➤ Portable P.A. system	\$50.00
------------------------	---------

(with 1 microphone)

➤ Microphones	\$10.00
---------------	---------

(On stand, lapel, or tabletop)

➤ Rolling Projection Table	\$6.00
----------------------------	--------

(26" or 42")

➤ Projectors	\$20.00
--------------	---------

(Film, Slide, Overhead)

➤ Screens	\$5.00
-----------	--------

(50x50", 60x60", 70x70", 84x84", 8x10')

➤ Cassette players	\$10.00
--------------------	---------

➤ Tripod	\$20.00
----------	---------

**BABY GRAND PIANO** (Mills Room only)

➤ Community groups	\$10.00/hour
--------------------	--------------

➤ Advanced students	\$5.00/ hour
---------------------	--------------

(The Library rents the piano in one hour blocks)