

# Georgina Public Library Board Policy Manual

## Policy Title: Room Rentals Policy

### ***Intent***

The Library as a community space provides multi-purpose rooms to local community groups, organizations and individuals for community information programs, courses of an educational, cultural or informational nature, or the conducting of meetings.

Arrangements to rent rooms at any of the Library's branches are made through the Town of Georgina Recreation and Culture Department.

In some instances, at the discretion of a Manager, where a program also meets the informational/cultural mission of the Library, the program may be co-sponsored and fees may be waived.

All terms of the rental contract must be completed and adhered to.

Liability insurance, as detailed on the rental contract is the responsibility of the renter.

### ***Regulations***

1. The Library Board determines the rental rates. The current rate is \$24.68/hour plus HST. All renters must also purchase insurance as calculated by the Town.
2. In the case of a co-sponsored program/meeting, a Manager must approve all publicity, as appropriate.
3. Rental of a Library room does not constitute endorsement by the Library of the renter's beliefs or policies. Programs and content must not contravene the Criminal Code of Canada or Human Rights legislation.
4. Posted room capacity is set by the Fire Department and must be adhered to.
5. Smoking, including e-cigarettes and vaping, is prohibited in all Library facilities.
6. Alcohol may not be served unless properly licensed by the LCBO with a special occasion permit, and properly served by trained Smart Serve bartenders.
7. Groups who book the rooms are expected to be ready to leave the premises by closing time. Rooms are to be returned to their original set up with chairs stacked and tables stored. Additional rental fees will apply if staff is required to stay longer hours than covered by the rental permit.

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8. Library premises may not be used for the sale of goods or for the soliciting of the sale of goods.
9. Sales of books by authors or publishers, or sales of other printed, recorded, filmed, or taped materials are permitted as a public service only at Library sponsored programs, book launchings, or festivals.
10. Supervisory staff may attend, free of charge, any sponsored or co-sponsored program, meeting, or course held on Library premises, for the purpose of auditing or reviewing procedures. If at any time, a group is found to be in violation of policies and procedures, the meeting will be cancelled with no liability to the Library whatsoever. Any violations of this policy may render the organization's applications or bookings for further use of meeting rooms invalid.
11. Organizations using Library meeting rooms will be held responsible for any damages caused to Library property or equipment, and will be charged for repair or replacement.
12. Unless given express permission and staff arrangements made, all room bookings are restricted to hours when the Library is open to the public.
13. The Library is unable to accommodate requests to provide rooms free of charge or at a discounted rate for non-profit organizations.
14. Notice of cancellation is required according to the terms of the contract.
15. Upon approval of the Board, long-term contracts for facility rental may be signed by the Director of Library Services/CEO at an agreed upon rate.
16. Priority is given to Library programs in the use of available rooms.
17. Branch staff monitors bookings using the Town's software system. Copies of signed contracts are filed at the appropriate branch for confirmation and entry in the Branch's booking calendar. If a booking discrepancy occurs outside of regular Town office hours, Library staff will do what they can to accommodate the request, and report the discrepancy Recreation and Culture to resolve any error.

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<b>POLICY HISTORY:</b>	
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