

**ST. CATHARINES PUBLIC LIBRARY****POLICY**

<b>Section:</b> General <b>Number:</b> G05	<b>Subject:</b> Meeting Rooms	<b>Motion#</b> 2007-29 1985-03 2007-38 1994-50 2021-23 2003-45
<b>Policy Level:</b> Library Board	<b>Author:</b> Business & Facilities Administrator	<b>Review:</b> 4 years
<b>Approval Date:</b> 1985-01-10	<b>Last Review:</b> 2021-02-18	<b>Next Review:</b> 2025
<b>Notes:</b> Approved at the Board Meeting of January 10, 1985. Amended at the Board Meeting(s) of: October 20, 1994, May 13, 2003, March 15, 2007, and April 19, 2007. Rescinded and replaced approved at the Board Meeting of February 18, 2021.		

**POLICY STATEMENT**

Meeting rooms are provided for Library and Library-related programs and meetings. After these needs are met, meeting rooms may be booked by individuals, groups and organizations for meetings and cultural, educational and community activities and to generate revenue for the Library as allowed by The Public Libraries Act (R.S.O.1990, c. P44).

Use of the meeting rooms by any group or organization does not constitute an endorsement by the Library Board of that group or organization's beliefs or policies.

The Library does not rent meeting rooms for:

- Private social functions such as parties or fundraisers
- Business activities such as trade exhibitions and promotion and sale of products or services
- Religious services
- Programs that are not suited to the Library's physical facilities and family oriented atmosphere.

**REGULATIONS**

1. All individuals, groups or organizations renting space from the Library must not violate the Library Rules of Conduct, all applicable laws and by-laws, the *Ontario Human Rights Code*, the *Criminal Code of Canada* and the *Canadian Charter of Rights and Freedoms*. Events held in Library meeting rooms cannot promote discrimination or hatred for any group or person on the basis of race, ethnic origin, citizenship, language, religion, age, sex, gender identity, gender expression, disability, and/or any other factor.

2. The individual, group or organization renting space is responsible for damages, theft, or loss of property belonging to the Library, to persons renting Library rooms and/or to program attendees. The rental agreement indemnifies the Library Board against any and all claims arising out of the renter's use of the facilities.
3. All bookings are made through the Administration Office at the Central Library. Bookings are not confirmed until after the individual or the representative of the group or organization signs the Meeting Room Application Form and said application form has been reviewed. Acceptance or refusal of a specific booking shall be at the discretion of the Library. Any person, group or organization so refused may appeal in writing to the Board.
4. A rental fee is charged for four hours of use in accordance with the size of the room. Additional fees are applied for equipment rental. Non-profit groups and organizations, i.e. community groups or registered charities, will be given a discount for room rentals. If non-profit groups charge admission or request donations, the for-profit rate will apply. Groups charged the for-profit rate must provide proof of non-profit status to receive the discount. At the discretion of the Library, rental charges may be waived if the group or organization's activities are in partnership with the Library.
5. If the Library is unable to provide the premises for the individual, group or organization's use due to matters beyond the Library's control, the booking shall be terminated and a refund of rental fees it has paid the Library will be provided. The individual, group or organization will waive any claims for damages or compensation on account of such termination beyond the fee refund.
6. The Library reserves the right to attend any meeting held in its facilities. The Library may terminate an individual's or group's right to the use of the premises if:
  - a) The Library becomes aware of a use contrary to law.
  - b) The group has misrepresented anything in the Meeting Room Application Form.
  - c) The group has misrepresented the event as a Library or Library partnership program.
  - d) There is a likelihood of harm to any person or property.
  - e) The group has previously misused the premises or other Library facilities or has failed to pay any fees owing to the Library.
  - f) There are unpaid fees from a previous booking.

**APPENDIX**

Appendix 1 – St. Catharines Public Library - Meeting Room Application Form

## St. Catharines Public Library - Meeting Room Application Form

54 Church Street, St. Catharines, ON L2R 7K2    Email: info@myscpl.ca    Phone: 905-688-6103 ext. 238

Organization: \_\_\_\_\_  Not-for-Profit     For-Profit

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Can the phone number be given to the public?     Yes     No

Nature of event: \_\_\_\_\_

Room Requested:	Not-for-Profit (4 hours)	For-Profit (4 hours)	Additional Time	Room Requested:	Not-for-Profit (4 hours)	For-Profit (4 hours)	Additional Time
<input type="checkbox"/> Mills Memorial Room <small>(max capacity – 100)</small>	\$40.00	\$60.00	\$15.00	<input type="checkbox"/> Kiwanis & Trust Room <small>(max capacity – 10)</small>	\$15.00	\$20.00	\$5.00
<input type="checkbox"/> Rotary/Bankers Rooms <small>(max capacity – 60)</small>				<input type="checkbox"/> Story Hour Room <small>(max capacity – 10)</small>			
<input type="checkbox"/> Rotary Room <small>(max capacity – 30)</small>	\$20.00	\$30.00	\$7.50	<input type="checkbox"/> Dr. Huq Family Branch <small>(max capacity – 20)</small>	\$20.00	\$30.00	\$7.50
<input type="checkbox"/> Bankers Room <small>(max capacity – 30)</small>				<input type="checkbox"/> Merritt Branch <small>(max capacity – 20)</small>			

Date Requested:     Monday     Tuesday     Wednesday     Thursday     Friday     Saturday

Day/Month/Year: \_\_\_\_\_ Attendance: \_\_\_\_\_

Time of Meeting:    from \_\_\_\_\_ to \_\_\_\_\_    Access Requested:    from \_\_\_\_\_ to \_\_\_\_\_

Room Set Up:     Classroom (tables in rows, 2 chairs per table)     Conference (chairs around central table)

Theatre (chairs in rows)     U-Style (chairs around central table in U shape)

Other (please explain): \_\_\_\_\_

Special instructions for set up: \_\_\_\_\_  Smudging

**Equipment Requested:**

- Flipchart / Whiteboard    \$5
- Easel    \$5
- Lectern    \$5
- Piano – Community Group    \$10/hr
- Piano – Advanced Student    \$5/hr
- Kitchen Use (kettle & coffee urns)    \$5

**Audio-Visual Equipment Requested:**

- Laptop Computer    \$25/4hrs
- LCD Projector    \$50/4hrs
- TV/DVD/VCR Combo    \$20
- Projection Screen    \$5
- Projection Table – 26"    \$5
- Projection Table – 42"    \$5

- Sound System    \$40  
(with 1 free microphone)
- Microphone – On Stand    \$10
- Microphone – Lapel    \$10
- Microphone – Tabletop    \$10

**Cancellation and Refund Policy:**

I understand that I will be charged and refunds will not be given if room cancellations are not made 2 days in advance of the booking. I have read the Meeting Room Policy and rules governing the rental of the room and the conditions therein will be observed.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*All prices are subject to HST. Limited equipment is available at Branch locations.*

Office Use Only			
Date	Invoice #	Amount	Receipt #
Approved: _____		Date: _____ <input type="checkbox"/> Sent to Maintenance	

### **Rules for use of Library Meeting Rooms**

- Rooms are available for rent at the Central Library, Dr. Huq Family Library and Merritt Library during open hours. All meetings must conclude 15 minutes before the close of the Library. Bookings are not available on Sundays.
- Rooms must be left in an orderly and clean condition. All garbage must be put into waste containers.
- Smoking and alcohol consumption is not permitted.
- The use of open flames, smoke or odour produced by burning aromatic substances such as candles is strictly prohibited. Smudging must be requested at the time of application and is only permitted in the Rotary Room or Bankers Room at the Central Library.
- It is the responsibility of the renting group to follow fire protocols including evacuating the room in case of a fire alarm or other emergency.
- Use of the kitchen facilities and any equipment must be requested at the time of application. Use of the kitchen is for serving non-alcoholic beverages and light refreshments only. The Library does not supply dishes or utensils.
- A baby grand piano, located in the Mills Memorial Room, may be booked for events and practice. The piano is available for practice by advanced students for a minimal fee. Bookings should be made in advance. 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.
- Any promotional material for meetings or activities using rented space at the Library must not misrepresent or imply that event is Library sponsored. The Library logo cannot be used. Distribution of promotional material in the Library is not permitted, except for requesting inclusion on any community events displays.

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

- Groups must designate a contact person responsible for bookings and for signing the Meeting Room Application Form.
- Meeting rooms may be booked by phone or email but a signed Meeting Room Application Form is required to confirm the booking. The Library reserves the right to limit the number of bookings.
- Payment may be made in advance or the group may request an invoice. The Library accepts cash, debit, credit and cheques payable to the St. Catharines Public Library. NSF (not sufficient funds) cheques will be subject to a \$20.00 handling charge.
- To receive a full refund and no charge, **cancellations for room bookings must be reported at least 48 hours in advance.**
- 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.