



POLICY

Policy Name	Meeting Rooms		
Section & Number	Board – G-05	Effective Date	1985-01-10
Motion Number	2023-102	Last Review	2021-02-18
Author	Business Administrator	Next Review	2027

Policy Statement

Through this policy, the St. Catharines Public Library Board (Board) establishes practices and procedures necessary for the renting of meeting rooms.

The Board guarantees the right of free expression by making available its meeting rooms to all individuals, groups and organizations whose programs are consistent with the intent of the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code and the Ontario Anti-Racism Act.

Scope

Meeting rooms are provided for St. Catharines Public Library (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, Chapter P. 44)* of the Province of Ontario.

Permission to use these meeting rooms does not imply any endorsement of the aims, policies or activities of any group or individual.

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; or
- Programs that are not suited to the Library's physical facilities and family oriented atmosphere.

Definitions

Meeting Rooms means the spaces within Library facilities set aside for people to get together and/or hold meetings.

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*, the *Ontario Anti-Racism Act* and the Canadian Charter of Rights and Freedoms.
2. Bookings are to be made online using the booking application available at myscpl.ca. 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.
3. Room and equipment fees are charged in accordance with St. Catharines Public Library Rental Schedule in Appendix A. Not for profit groups and organizations, i.e. community groups or registered charities, will be given a discount for room rentals. If not for profit groups charge admission or request donations, the full rate will apply. Groups must provide proof of not for 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.
4. 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.
5. If requested, the individual, group or organization, must provide, prior to the program start date, a Certificate of Insurance, naming the St. Catharines Public Library as an additional insured, and indicating the required insurance coverage being provided.
6. The individual, group or organization releases and forever discharges the St. Catharines Public Library from any and all actions, causes of action, claims, and demands for damages, loss, or injury, however arising, which may be sustained in consequence of entering or using any Library facilities including theft or loss of property.

7. The individual, group or organization shall indemnify and save harmless the St. Catharines Public Library against all liability, claims, damages, or expenses due to, or arising out of, any act or neglect by the community partner, program presenter or performer and participants, on or about the facility, or due to, or arising out of, the entry or use of the facility, including liability for injury or damage to the persons or property of the community partner, program presenter or performer and participants.
8. 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.

Responsibility

The CEO or designate is responsible for the overall administration of this policy.

The individual, group or organization renting a meeting room is responsible for:

- i. Ensuring all fire protocols are followed including evacuating the room in case of a fire alarm or other emergency.
- ii. All 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.

Operational Guidelines

Use of Library Meeting Rooms

1. Meeting 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.
2. Meeting rooms must be left in an orderly and clean condition. All garbage must put into waste containers.

3. Smoking and alcohol consumption is not permitted.
4. 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.
5. 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.
6. A baby grand piano, located in the Mills Memorial Room, may be booked for events and practice. 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.
7. 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

1. Groups must designate a contact person using the booking application available at myscpl.ca.
2. Meeting rooms are booked using the booking application available at myscpl.ca. The Library reserves the right to limit the number of bookings.
3. Payment may be made in advance or the group may request an invoice. The Library accepts cash, debit, credit, e-transfers and cheques payable to the St. Catharines Public Library. NSF (not sufficient funds) cheques will be subject to a \$30.00 handling charge.
4. To receive a full refund, cancellations for room bookings must be reported at least 48 hours in advance. There will be no refunds for cancellations within 48 hours of booking start time.

5. 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.

Implementation

The CEO or designate will implement this policy.

Appendix 1

St. Catharines Public Library Room and Equipment Rental Fee Schedule

I. Room Rental Fees

Room	For Profit Price per Hour	Not for Profit Price per Hour
Mills Memorial Room at Central (100 max. capacity)	\$30.00	\$20.00
Rotary/Bankers Room at Central (60 max. capacity)	\$30.00	\$20.00
Rotary Room at Central (30 max. capacity)	\$15.00	\$10.00
Bankers Room at Central (30 max. capacity)	\$15.00	\$10.00
Kiwanis & Trust Room at Central (10 max. capacity)	\$15.00	\$10.00
2nd Floor Meeting Room at Central (10 max. capacity)	\$15.00	\$10.00
Dr. Huq Branch Meeting Room (20 max. capacity)	\$15.00	\$10.00
Merritt Branch Meeting Room (20 max. capacity)	\$15.00	\$10.00

II. Equipment Rental Fees *

Equipment	Rate
Piano	\$10.00 per Hour
Laptop/Computer	\$30.00 per Rental
LCD Projector	\$50.00 per Rental
Owl Camera	\$25.00 per Rental
TV/DVD/VCR Combination	\$20.00 per Rental
Sound System (with Microphone)	\$40.00 per Rental
Kitchen Rental	\$5.00 per Rental
* Equipment is subject to availability at each location.	