

POLICY STATEMENT

MEETING ROOM RENTAL

APPROVED BY: Richmond Hill Public Library Board

REVISED: June 23, 2005

RICHMOND HILL PUBLIC LIBRARY BOARD

Meeting Rooms - Rental Policy

1. Under the authority of the Public Libraries Act, 1984, and subject to the approval of the Richmond Hill Public Library Board, the meeting rooms may be rented by groups or organizations interested in the promotion of educational, cultural and leisure activities in the form of meetings, seminars and workshops.
2. Applications for the use of rooms shall be presented to the Meeting Room representative at which time the purpose of the rental, the fee and facilities available will be discussed. A description of the facilities is outlined in Appendix A.
3. The Richmond Hill Public Library Board reserves the right to accept or refuse a reservation, or to cancel any booking at its discretion. Priority for the use of a meeting room is given to programs sponsored or co-sponsored by the Library.

Use of the meeting room by any group or organization does not constitute an endorsement by the Library Board of the group's policies or beliefs. The Library will not knowingly permit any individual or groups to use its facilities in contravention of the Criminal Code of Canada.

Expulsion from the meeting rooms will be enforced for individuals or organizations renting for the purposes of:

- subleasing the premises;
- canvassing, selling, promoting or distributing unsolicited materials on Library property contrary to Board policy;
- conducting private social events (eg. birthday parties, Christmas parties, wedding receptions);
- conducting shows, fairs and trade exhibitions;
- renting the meeting room for purposes which are not suitable for the Library's physical facilities and thereby disrupting library service and library users;
- activities that are a threat to public health and safety;
- activities that exhibit noisy or disrupting behaviour that disturbs Library patrons or the daily operation of Library services;
- activities that exhibit threatening behaviour or foul and threatening language;
- using materials or Library facilities in a manner that results in damage or other harm.

Any group booking a meeting room under false pretenses will be subject to a ban from using any Richmond Hill Public Library meeting room for a period of six months. Such notification will be in writing from the Chief Librarian or designate.

4. All meeting room activities must be confined to the meeting room(s) rented, and not to any other part of the Library building.

Rooms are available for use during Library hours (Appendix B outlines the Hours of Availability). Meeting rooms are not available when the Library is closed for holidays.

Rooms are available outside regular Library hours subject to the availability of Building Security Staff at an additional security service charge based on the current market rate, and reflecting the minimum number of hours as set by the security company.

Building Security Staff must be present for all Sunday bookings at the Central Library at an additional security service charge based on the current market rate, and reflecting minimum number of hours as set by the security company.

5. The use of Library facilities shall be subject to the supervision of the employees of the Board or persons hired by the Board for that purpose.
6. All organizations must clearly specify their official name in all advertisements of meetings held in the Library.
7. The payment of any professional fee to a performer or speaker is the responsibility of the sponsoring group or organization.
8. Organizations or individuals who use Library facilities are responsible for any damages incurred. They will be required to indemnify the Richmond Hill Public Library Board against any and all claims which may arise out of or by reason of granting the use of these facilities.
9. The Richmond Hill Public Library Board accepts no responsibility for lost or stolen articles.
10. Set-up of the tables, chairs, and equipment is the responsibility of the organization renting the facilities. Renters should allow sufficient time for the set-up and clean-up of the room as part of the booking.
11. It is the responsibility of those using the Library facilities to leave them in the same condition as found. Storage cannot be provided.
12. Smoking is prohibited on Library premises. The use of candles or open flames or incense is not permitted within the meeting room.
13. Alcoholic beverages may not be dispensed or consumed on Library premises.
14. Organizations are responsible for ensuring that the allowable seating capacity of the room is not exceeded.
15. Booking, pick-up and arranging audiovisual equipment and/or materials is the sole responsibility of the applicant. (APPENDIX C outlines Equipment Rental Fees and Policy)

16. Meeting room bookings will not be confirmed until signed copies of the application form are returned and all fees are paid.

The Meeting Room Rental Agreement Form will confirm the following information:

- the nature of the meeting;
- signature of the Authorized Officer;
- arrangement for payment (payment to be received either in advance or by latest, the day of the room rental);
- date and time required for the rental;
- estimated audience attending;
- building security if necessary.

17. Applicants wishing to cancel a booking at Central Library must notify in writing the Meeting Room representative or Manager of Circulation and Customer Services at least three days prior to the meeting.

Applicants wishing to cancel a booking at the Oak Ridges Moraine Library or Richvale Library must notify a Branch representative at least three days prior to the meeting. Refunds for prepaid bookings will be issued, less a 20% Administrative Fee.

If an applicant fails to comply, they will be required to pay for the room rental.

18. All applicable Federal, Provincial and Municipal legislation and regulations, including the Human Rights Code of Ontario, must be observed at all times.

19. Fee Schedule:

Group I Non-Profit Organizations and Community Groups

<u>Library</u>	<u>Room</u>	<u>Initial Fee</u> *	<u>Additional Fees</u>
Central	A, B or C	\$25.00	\$10.00 per hour
Central	A & B combined	\$50.00	\$20.00 per hour
Oak Ridges		\$25.00	\$10.00 per hour
Richvale		\$25.00	\$10.00 per hour

Group II Business, Commercial or Profit-Making Groups

<u>Library</u>	<u>Room</u>	<u>Initial Fee</u> *	<u>Additional Fees</u>
Central	A, B or C	\$50.00	\$20.00 per hour
Central	A & B combined	\$100.00	\$20.00 per hour
Oak Ridges		\$50.00	\$20.00 per hour
Richvale		\$50.00	\$20.00 per hour

* Initial Fee is for first 4 hours or any part thereof.

20. Should an organization fail to vacate the room by Library closing then an automatic charge for two hours of Building Security Staff or similar staff shall be levied with the next and all subsequent bookings.
21. The Library allows advertising by business, commercial and profit-making groups when they have rented a meeting room provided that they abide by the following:
- the advertisement is approved by the Manager of Circulation and Customer Services at the Central Library and the Manager of Branch Services for the Oak Ridges Moraine Library and Richvale Library;
 - advertising of the program/event is only allowed on the community bulletin boards
 - the advertisement can be no larger than 8½ x 14 inches (legal size)
 - handouts can be attached to the advertisement but will not be permitted in any other library location such as circulation and reference desks
 - the advertisements are limited to one per library site
 - the advertisement is approved by the Branch Head
 - the advertisement bears the following library produced sticker: "*Please note this is not a Richmond Hill Public Library Program/Event.*"
 - that advertising will be removed after the first or only program in a session.

Sept. 15, 1994

22. The Library does not permit solicitation within the building, either in person or by petition.
23. The Library does not permit the sale of tickets or other promotional materials for fundraising or commercial purposes with the exception of Town sponsored civic events. Written application must be made to the Chief Librarian or designate in the case of a possible sale of art or crafts.
24. Organizations requesting exceptions to this policy must do so in writing to the Chief Librarian c/o:

Richmond Hill Public Library
Administration Offices
1 Atkinson Street
Richmond Hill ON L4C 0H5

LIBRARY MEETING ROOMS - FACILITIES

<u>Library</u>	<u>Room</u>	<u>Capacity</u>	<u>Furniture</u>	<u>Extras</u> *
Central	A	45 chairs or 30 tables & chairs	5 tables 30 chairs whiteboard	Kitchen area with sink, counter & fridge
Central	B	45 chairs or 30 tables & chairs	5 tables 30 chairs whiteboard	Kitchen area with sink & counter
Central	C	10 people	2 tables 10 chairs whiteboard	
Central	A & B combined	90 chairs or 60 tables & chairs	10 tables 90 chairs whiteboard	Same as above.
Richvale	Large	85 chairs or 57 tables & chairs	6 tables 50 chairs coat rack	Kitchen area with sink, counter & fridge
Richvale	Small	20 chairs or 12 tables & chairs	2 tables 12 chairs	Kitchen area with sink, counter & fridge
Oak Ridges		80 chairs or 60 tables & chairs	4 tables 40 chairs	Kitchen area with sink & counter.

* all kitchen and meeting supplies or equipment must be provided by the organization renting the facilities.

NOTE: Set-up and clean up of room is the sole responsibility of the organization renting the facility.

RICHMOND HILL PUBLIC LIBRARY MEETING ROOMS

Hours of Availability

Central Library

Monday to Thursday	9:30 a.m. - 9 p.m.
Friday	9:30 a.m. - 6 p.m.
Saturday	10 a.m. - 5 p.m.
Sunday	12 p.m. - 5 p.m.

Oak Ridges Moraine Branch / Richvale Branch

Monday	Closed
Tuesday & Wednesday	10 a.m. - 8 p.m.
Thursday & Friday	10 a.m. - 6 p.m.
Saturday	10 a.m. - 5 p.m.
Sunday	Closed

Richmond Green Branch

Monday to Thursday	10 a.m. - 8 p.m.
Friday	10 a.m. - 6 p.m.
Saturday	10 a.m. - 5 p.m.
Sunday	Closed

EQUIPMENT RENTAL FEES AND POLICY

Excerpt from:

*(Circulation Policy – Dec. 2004, Section 4.0 Borrowing Privileges -
Special Library Material)*

	Equipment
<i>Age Restrictions</i>	18 years + (with photo ID)
<i>Loan Period</i>	N/A
<i>Loan Limits</i>	N/A
<i>Renewals</i>	N/A
<i>Reserves</i>	Yes
<i>Return Time</i>	any time on the due date during Library Hours
<i>Notification of Overdue Material</i>	immediately after date due
<i>Suspension of Borrowing Privileges</i>	3 days overdue
<i>Lost and Damaged Materials</i>	Total replacement cost
<i>Refunds</i>	N/A
<i>Rental Fees</i>	Slide Projector - \$10 per use Overhead Projector - \$10 per use Screen - \$5 per use Camcorder - \$25 per use (with credit card imprint for full value of camcorder) TV/VCR - \$10 per use Tripod - \$5 per use Flip Chart - \$5 per use Podium - \$15 per use <i>Note: All the above prices include tax</i>