



Richmond Hill Public Library

MEETING ROOM RENTAL POLICY

1.0 PURPOSE AND SCOPE

The Library will provide space for meetings of residents, community groups and commercial organizations.

2.0 POLICY STATEMENT AND GENERAL GUIDELINES

Richmond Hill Public Library maintains and welcomes public use of meeting rooms located in its public facilities, in keeping with its Strategic Plan goals to enrich community connections and to provide vibrant spaces.

Meeting rooms are provided for library and library-related programs and meetings. After these needs are met, the meeting room facilities are available to groups and organizations in accordance with this policy as established by the Library Board.

Library meeting rooms may be used for the following purposes:

- Provision of Library programs and services to the public;
- Partnerships with community agencies and organizations providing programming and activities complementary to the Library's interests in literacy and life-long learning;
- Affordable meeting space for use by not-for-profit and commercial organizations.

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.

Groups using the facilities may not limit attendance on the basis of race, colour, religion, sex, age, sexual orientation, mental or physical disability as defined by the *Constitution Act, Canadian Charter of Rights and Freedom, 1982*. All applicable Federal, Provincial and Municipal legislation and regulations, including the *Human Rights Code of Ontario*, must be observed at all times.

Permitted events must be complementary to Library functions.

3.0 SELECTION CRITERIA

All requests for meeting room rentals must be forwarded to the Customer and Circulation Services Department. Upon approval a written agreement will be signed by both parties and fees paid in full. This agreement will detail the rights and responsibilities of both parties.

4.0 TERMS AND CONDITIONS OF USE

4.1 *Meeting Room Rental Agreements*

The Library establishes Meeting Room Rental Agreements, outlining the fees, terms and conditions for renting space at Richmond Hill Public Library. All renters are required to sign a Rental Agreement (see *Appendix D*). The individual who signs the use agreement represents the person, group, company or organization which is responsible for the payment of the invoice and the terms of the agreement.

Applicants for room rentals must be 18 years of age or older.

Meeting room bookings will not be confirmed until signed copies of the Meeting Room Rental Agreement Form are returned and all fees are paid.

The Library reserves the right to accept or refuse a reservation, or to cancel any booking at its discretion.

The payment of any professional fee to a performer or speaker is the responsibility of the renter.

Renters are responsible for ensuring that the allowable seating capacity of the room is not exceeded.

Renters 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.

The Library reserves the right to attend any meeting held in its facilities.

4.2 *Cancellations*

Refunds for prepaid bookings will be issued, less a 20% Administrative Fee if the cancellation is made at least seven (7) days before the booking date. Cancellations made within seven (7) days of the booking will be non-refundable.

Should there be a Library closure due to unforeseen circumstances such as inclement weather or power outage, all fees will be refunded in full. The Library assumes no responsibility for any other costs occurred by the renter.

4.3 Hours of Availability

Rooms are available for use during Library hours (see Appendix B for Hours of Availability). Meeting rooms are not available when the Library is closed for holidays, or on Sundays at branches, other than Central Library.

Rooms are available outside regular Library hours subject to the availability of Security Staff at an additional charge.

All Sunday bookings at Central Library require security staff at an additional charge.

4.4 Equipment

Booking, pick-up and arranging equipment is the sole responsibility of the renter.

All Library-owned equipment must be returned in good condition to Library staff / Security staff, or the renter will be held responsible for the cost of repair and/or replacement. (see *Appendix C for Equipment Rental Fees and Terms*).

All non-Library equipment use is subject to the prior approval of the Library. The use of candles or open flames or incense is not permitted within the meeting room.

Set-up of 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.

It is the responsibility of those using the Library facilities to leave them in the same condition as found. Storage cannot be provided.

The Richmond Hill Public Library Board accepts no responsibility for lost or stolen articles.

4.5 Food and Beverages

Alcoholic beverages may not be dispensed or consumed on Library premises. Food preparation, cooking or re-heating is not allowed in the Library.

4.6 Advertising and Signage

The Library does not prepare advertising, in any form, for renters. The Library does not provide free space in Library publications for the renter's event.

The Library will post, on its website and bulletin boards, subject to the availability of space, limited information about the event, provided by the renter upon prior approval by the Library. The Library does not assume responsibility for the accuracy of information about the event. The Library may reject the information if it is incomplete or inconsistent with Library guidelines.

The Library will provide, subject to availability, portable display furniture to advertise the event, within proximity of the rental space on the day of the event.

Advertising of meetings of events taking place in Library meeting rooms must not imply endorsement by the Library of the content of the program or event.

4.7 General Liability Insurance

All renters are required to carry General Liability Insurance. This coverage is for the protection of the facility renter, Richmond Hill Public Library, the Town of Richmond Hill and all those participating in the use of the facility during the rental.

Those renting facilities from Richmond Hill Public Library will be required to produce a liability insurance certificate in the amount of \$2,000,000 per occurrence, including full participant coverage and naming Richmond Hill Public Library and the Town of Richmond Hill as additional insured.

If renters cannot produce the required certificate, they will be asked to purchase the required insurance at a nominal cost through a third party provider as arranged by the Town of Richmond Hill.

4.8 Security

Security charges will apply when the event extends beyond normal Library operating hours, and for all Sunday bookings, or when, in the opinion of the Library, additional security is required.

5.0 RENTAL RATES

5.1 Regular Rental Rates

The regular rental rate is established for a block of up to three (3) hours for an event. Additional rental time may be added in one-hour increments. Rental rates are attached as Appendix A to this policy.

5.2 Fee Category Definitions

Fee category is determined based on the status of the group or individual that is applying and not on the use they are making of the room. The Library reserves the right to interpret the definitions used in this policy.

5.2.1 Non-Profit Groups

An individual or organization qualifies as a non-profit organization if they are registered as such and are legally recognized as a non-profit organization.

Such individuals/organizations do not make or intend to collect money for personal gain.

There are six types of non-profit organizations:

- Registered charitable organizations (must provide registration number if requested)
- General organizations – e.g. ratepayers’ associations, business or trade associations, community associations, condominium or cooperative housing corporations
- Sporting and athletic organizations
- Service Clubs – e.g. Rotary, Lions, Kiwanis
- Political parties
- Publicly funded educational institutions

5.2.1 Commercial Groups

For the purposes of this policy, all other groups, individuals or organizations that do not fall under the Non-Profit Group category are considered to be commercial groups.

6.0 RELATED POLICIES

- 1.0 Fines and Service Charges (December 2012)
- 2.0 Code of Conduct – Patrons (October 2011)

Enriching Your Connections, Choices and Community

Effective Date: July 1, 2014
Approval Date: March 6, 2014 Motion # 14:25
Date of Last Revision: June 2010

LIBRARY MEETING ROOMS – RENTAL FACILITIES – CENTRAL LIBRARY

<u>Library</u>	<u>Room</u>	<u>Capacity</u>	<u>Furniture</u>	<u>Rental Fees:</u>		<u>Extras</u>
				<u>Non-Profit</u>	<u>Commercial</u>	
Central	A	45 chairs or 30 chairs at tables	5 tables 30 chairs whiteboard	3-hour block or part thereof: \$45.00 Additional time: \$15.00 per hour	3-hour block or part thereof: \$90.00 Additional time: \$30.00 per hour	Kitchen area with sink, counter & fridge
Central	B	45 chairs or 30 chairs at tables	5 tables 30 chairs whiteboard	3-hour block or part thereof: \$45.00 Additional time: \$15.00 per hour	3-hour block or part thereof: \$90.00 Additional time: \$30.00 per hour	Kitchen area with sink & counter
Central	C	10 chairs	2 tables 10 chairs whiteboard	3-hour block or part thereof: \$30.00 Additional time: \$10.00 per hour	3-hour block or part thereof: \$60.00 Additional time: \$20.00 per hour	Boardroom Style Table and Chairs
Central	A & B combined	90 chairs or 60 chairs at tables	10 tables 90 chairs whiteboard	3-hour block or part thereof: \$60.00 Additional time: \$20.00 per hour	3-hour block or part thereof: \$105.00 Additional time: \$35.00 per hour	Kitchen area with sink, counter and fridge

NOTE: All meeting supplies are to be provided by the group renting the facility. Set-up and clean-up of room is the sole responsibility of the group renting the facility. All fees are subject to HST.

LIBRARY MEETING ROOMS – FACILITIES – OAK RIDGES AND RICHVALE LIBRARIES

<u>Library</u>	<u>Room</u>	<u>Capacity</u>	<u>Furniture</u>	<u>Rental Fees:</u>		<u>Extras</u>
				<u>Non-Profit</u>	<u>Commercial</u>	
Oak Ridges	Auditorium	40 chairs only 25 chairs at tables	5 tables 30 chairs whiteboard	3-hour block or part thereof: \$30.00 Additional time: \$10.00 per hour	3-hour block or part thereof: \$60.00 Additional time: \$20.00 per hour	
Richvale	Auditorium	65 chairs only 35 chairs at tables	8 tables 65 chairs whiteboard	3-hour block or part thereof: \$30.00 Additional time: \$10.00 per hour	3-hour block or part thereof: \$60.00 Additional time: \$20.00 per hour	

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Hours of Availability

Central Library

Monday to Thursday	9:30 a.m. – 9:00 p.m.
Friday	9:30 a.m. – 6:00 p.m.
Saturday	10:00 a.m. – 5:00 p.m.
Sunday	Noon – 5:00 p.m.

Oak Ridges Moraine Branch

Monday	1:00 p.m. - 8:00 p.m.
Tuesday & Wednesday	10:00 a.m. – 8:00 p.m.
Thursday & Friday	10:00 a.m. – 6:00 p.m.
Saturday	10:00 a.m. – 5:00 p.m.
Sunday	Closed

Richvale Branch

Monday	Closed
Tuesday & Wednesday	10:00 a.m. – 8:00 p.m.
Thursday & Friday	10:00 a.m. – 6:00 p.m.
Saturday	10:00 a.m. – 5:00 p.m.
Sunday	Closed

Richmond Green Branch

No Meeting Room Facilities Available

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EQUIPMENT RENTAL FEES AND TERMS

<i>Age Restrictions</i>	18 years + (with photo ID)
<i>Reserves</i>	Yes
<i>Return Time</i>	Immediately following booking period – must return items in person to Library manager on Duty or security personnel.
<i>Lost and Damaged Materials</i>	Total replacement cost
<i>Refunds</i>	N/A
<i>Rental Fees</i>	Screen - \$5.00 per use TV/DVD - \$10.00 per use Flip Chart - \$5.00 per use (incl. paper only) Podium - \$25:00 per use (incl. microphone)

Note: All fees are subject to HST