

Policy Name: MEETING ROOM RENTAL POLICY
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Developed By:	Jamie Anderson, CEO	Date:	25 Feb 2019
	Community Services	Adoption Date:	07 Mar 2019
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Review Cycle:	Once per term	Last Reviewed Date:	

POLICY STATEMENT AND RATIONALE:

The Kawartha Lakes Public Library recognizes public meeting space is an important community asset. The purpose of this policy is to set parameters for the rental of meeting rooms in our library branches.

SCOPE:

This policy shall apply to the rental of meeting rooms in all library branches.

DEFINITIONS:

In reading and interpreting this policy, the following definitions shall apply:

“Branches” means a library branch of the City of Kawartha Lakes Public Library.

“CEO” means the Chief Executive Officer of the City of Kawartha Lakes Public Library.

“City” means the Corporation of the City of Kawartha Lakes.

“Event” means the purpose for which the room is being used by the Renter.

“Library” means the City of Kawartha Lakes Public Library.

“Renter” means an individual or organization that has contracted with the Library for the use of space.

POLICY, PROCEDURE AND IMPLEMENTATION:

1.0 General Guidelines

- 1.1 Meeting rooms at the Library are primarily for the provision of library programs and events. When not needed by the Library, meeting rooms

will be available for rent by individuals and groups on a first come, first served basis.

- 1.2 The Library supports the right to free expression by making available its meeting rooms to 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 all other applicable laws and statutes.

2.0 Terms and Conditions of Use

- 2.1 All activities, programs or meetings conducted in the Library are subject to the general rules and policies of the Library as reflected in our Patron Code of Conduct Policy.
- 2.2 Permission to use a Library meeting room will be denied to an organization and/or for a meeting when its purpose is illegal, conduct may interfere with the proper functioning of the Library, or the activity does not have the sponsorship or presence of a legally responsible adult aged 18 or older.
- 2.3 Use of a Library meeting room does not imply endorsement by the Library of the organization or program content.
- 2.4 Non-profit groups are permitted to use Library meeting rooms free of charge. A non-profit group is an association, club or society that is operated exclusively for social welfare, civic improvement, pleasure, recreation or any other purpose except profit. Groups may or may not be a registered charity.

Private individuals and commercial groups are required to pay a room rental fee as outlined in Appendix A.

For the purpose of this policy, all individuals, groups or organizations that operate to earn a profit are considered to be commercial groups.

- 2.5 Renters that engage in selling, supplying or taking orders for goods or services must have the appropriate business licence from the City of Kawartha Lakes. Obtaining the licence and all applicable fees are the sole responsibility of the renter.
- 2.6 Alcoholic beverages shall not be served on library premises.
- 2.7 Access to meeting rooms is available during library open hours only. Events must end 30 minutes prior to the branch closing.

- 2.8 The renter is responsible for leaving the meeting room in an orderly fashion and may be billed for costs incurred in the cleaning or repair of the room or any other property of the Library caused by or resulting from the renter's use of the room.

Appendix A

Room Rental Fees List

The Kawartha Lakes Public Library has meeting rooms available at several branches. See the chart below for details:

Location	Fees	Capacity	Presentation Tools
Kinmount	<ul style="list-style-type: none">• \$25.00 for up to three hours• \$10.00 for every additional hour	<ul style="list-style-type: none">• Seating capacity 8-10 (with table)• Maximum capacity 25	<ul style="list-style-type: none">• WiFi Access• Tables and chairs
Lindsay	<ul style="list-style-type: none">• \$50.00 for up to three hours• \$10.00 for every additional hour• \$25.00 for use of SmartBoard or Projector	<ul style="list-style-type: none">• Seating capacity 35 (with table)• Maximum capacity 60	<ul style="list-style-type: none">• WiFi Access• Tables and chairs• SmartBoard (\$)• Projector (\$)
Oakwood	<ul style="list-style-type: none">• \$25.00 for up to three hours• \$10.00 for every additional hour	<ul style="list-style-type: none">• Seating capacity 8-10 (with table)• Maximum capacity 25	<ul style="list-style-type: none">• WiFi Access• Tables and chairs
Omeme	<ul style="list-style-type: none">• \$25.00 for up to three hours• \$10.00 for every additional hour	<ul style="list-style-type: none">• Seating capacity 8-10 (with table)• Maximum capacity 8	<ul style="list-style-type: none">• WiFi Access• Tables and chairs
Woodville	<ul style="list-style-type: none">• \$25.00 for up to three hours• \$10.00 for every additional hour	<ul style="list-style-type: none">• Seating capacity 8-10 (with table)• Maximum capacity 25	<ul style="list-style-type: none">• WiFi Access• Tables and chairs