

# **PERTH EAST PUBLIC LIBRARY**

**POLICY TYPE: OPERATIONAL**

**POLICY NUMBER: OP—08**

**POLICY TITLE: ROOM RENTAL POLICY**

**APPROVAL DATE: SEPTEMBER 14, 2010**

**DATE OF LAST REVIEW: NOVEMBER 13, 2018**

**DATE OF REVIEW: NOVEMBER 2022**

---

## **Statement of Purpose**

Meeting rooms in the library bring together the resources of the library and the activities of the community for educational and cultural purposes. The Perth East Public Library Board encourages use of the library's program room by groups whose focus is the advancement of education and cultural opportunities.

## **Responsibilities**

The PEPL Board Will

1. Not knowingly permit any individual or group to use its facilities in contravention of the Criminal Code of Canada. Use of the meeting room by a group does not constitute endorsement by the Library Board of that group's beliefs or policies. Promotional materials must not imply or suggest that the Library is endorsing the program and must contain the following disclaimer:  
*This program is not sponsored by the Perth East Public Library and the Library carries no responsibility for its content.*
2. Reserves the right to accept or refuse a reservation or to cancel any booking at its discretion
3. Will set and review rental fees regularly

The PEPL CEO will authorize the use of the room. Staff will maintain a schedule and will make every effort to notify scheduled users of the unavailability of the meeting room in case of emergencies.

All renters will provide a damage deposit of \$150 at the time of booking. All renters will sign a rental agreement stating that they have read the Room Rental Policy and agree to its terms.

## Room Bookings

1. Library programs and services, meetings, and events have first priority for scheduling, after which other applications are considered on a first-come, first-served basis
2. Meetings which disturb regular library functions may not be scheduled.
3. A "Request for Meeting Room" form must be completed and accompanied by payment of the rental fee to secure a booking. Information about the intended use of the room, including the names and affiliations of any speakers must be provided on the form.
4. The rental fee less a \$25 administration fee will be returned if the booking is cancelled 5 or more days prior to the event.
5. Approval from the CEO is required at the time of booking to sell goods and services.

## Room Use

Room use will be guided by the following:

1. Use of the room shall be subject to the supervision of the employees of the board.
2. Damages to the meeting room, furnishings, and equipment will be paid by the applicant
3. Use of materials or decorations on the walls requires prior approval by library staff.
4. Refreshments and food may be served in the program room.
5. The use of open flames, smoke or odour produced by burning aromatic substances such as candles or incense is strictly prohibited.
6. The maximum occupancy of the meeting room shall be obeyed.
7. Meetings/events must be free to those attending.
8. All users will agree to hold the library blameless for any loss, damage, liability, costs and/or expenses that may arise during, or to be caused in any way by such use of the library facility
9. Library staff will provide instruction for the use of any library equipment but will not be present to operate it. An arrangement for instruction must be made at the time of the room booking and prior to the program.
10. The program room is to be returned to its original set up after use with chairs stacked and tables stored.
11. The Renter is responsible for setting up and taking down of furniture and equipment.
12. Unless given express permission and staff arrangements made, all room bookings are restricted to hours when the library is open to the public.
13. The Library accepts no responsibility for lost or stolen articles.
14. Storage space is not provided.
15. At this time, the program room may not be rented for parties, social events and celebrations.

## **Advertising**

1. The Library does not prepare advertising for renters. The Library may post on its bulletin boards, subject to space and acceptable content, information about the event provided by the Renter. The Library does take responsibility if the information provided is incorrect.
2. Neither the name, nor the address of the Perth East Public Library may be used as the official address or headquarters of an individual or an organization.

## **Rental Fees**

1. The library is frequently asked to provide rooms free of charge or at a discounted rate for non-profit organizations. Considering the number of groups this would apply to and the potential revenue loss, such requests cannot be accommodated. The rental of facilities constitutes a revenue source that contributes to the overall maintenance and operation of the Library's facilities and services.
2. Upon approval of the Board, long-term contracts for facility rental may be signed by the CEO at an agreed upon rate
3. Individuals and/or organizations that co-sponsor a Library event/program may be exempt from rental fees. Perth East Township and Perth County events may also use the program room without charge.
4. The Library reserves the right to make adjustments to Use Agreements and Rental Fees in exceptional circumstances such as:
  - a. Where there is a significant financial value to the Library
  - b. Where the Library receives recognition for an event which will have a significant economic or cultural value to Perth East.

---

### **REVISION DATES:**

July 2016

November 2018

**Appendix A  
Rental Fees**

<b><i>Rental</i></b>	<b><i>Fee</i></b>	<b><i>Notes</i></b>
Program Room	\$25.00	Per 2 hour or less rental.
Program Room	\$42.00	Per 4 hour rental
Program Room	\$75.00	Per full day rental

A large screen TV, DVD Player, and wireless internet access are available and may be used at no extra fee although arrangements must be made with staff at the time of booking.

At the time of booking renters are required to provide a \$150 damage deposit. Rental fees must be paid at time of booking. Rental fees less a \$25 administrative fee will be returned if the booking is cancelled 5 or more days prior to the event.

**Appendix B**  
**Library Program Room Rental Agreement**

**Perth East Public Library  
Library Program Room Rental Agreement**

Organization: _____
Contact Name: _____
Address: _____ Postal Code: _____
Town: _____ Phone Number: _____
Email Address: _____
Date(s) Required: _____
Time(s) Required (to/from): _____
Estimate Attendance: _____

EQUIPMENT RENTALS/USE REQUESTED	RENTAL FEES
<input type="checkbox"/> LCD TV (no charge)	Room Fee: \$ _____ (\$25 per 2 hour rental, \$42 per 4 hour rental or \$75 per full day rental)
<input type="checkbox"/> DVD Player (no charge)	Other Fee(s): \$ _____
<input type="checkbox"/> Wii Game System (no charge)	Total Cost: \$ _____
<input type="checkbox"/> Wireless Internet Access (no charge)	Damage Deposit received?    Yes        No
<input type="checkbox"/> Projector (no charge)	Do you require an invoice?    Yes        No
	Do you require a receipt?    Yes        No

Use of the meeting room by a group or individual does not constitute endorsement by the Library Board of that group/individual's beliefs or policies. Promotional materials must not imply or suggest that the Library is endorsing the program and must contain the following disclaimer: *This program is not sponsored by the Perth East Public Library and the Library carries no responsibility for its content.*

The cost of repair or replacement of any item, due to loss or damage, shall be paid for by the applicant. An additional charge will be applied to the applicant if the facility requires extra cleaning at a cost of \$25 per hour per staff. I have read and agree to the terms outlined in the Perth East Public Library Room Rental Policy.

For Library Use Only	
Payment of \$ _____ has been received. Receipt has been issued (circle one):	Yes        No
_____	_____
Date	Staff Signature

**Appendix C**  
**Alcohol Policy**

**Alcohol License Requirements** - also refer to the Municipal Alcohol Policy

The applicant agrees to only allow patrons that are 19 years of age or older unless permission is granted by the CEO. Anyone who appears to be under the age of 25 will be required to show one or more government issued documents with a photograph as identification before they are allowed entrance to the event.

The Township will provide the required number of trained bar staff.

The applicant will be responsible to ensure that there is an adequate supply of food as specified by the Liquor License Act of Ontario.

The Township will provide bar supplies (cups, ice) and mix (pop, juice, water).

Shooters of any kind, including Jello, are prohibited.

Raffling off liquor is prohibited by law.

Gambling and games of chance are prohibited—this includes 50/50 draws, raffles, etc.

Games that encourage drinking are prohibited by law.

Evidence of alcoholic beverages must be cleared from building one-half hour after bar closes.

The Township reserves the right to close the bar if disorderly conduct warrants it, or if the applicant is in any contravention of any regulations set by the Township or the Liquor License Act of Ontario.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date