



<b>Policy Name:</b>	Room Rental Policy	<b>Policy No.:</b>	PS-14
<b>Category:</b>	Public Services	<b>Approval Date:</b>	December 19, 2007
<b>Approval:</b>	Library Board	<b>Revision Date:</b>	November 22, 2023

The Library provides a number of rooms for rent to the community for a variety of purposes. The purpose of room rentals is to:

- Provide educational, cultural, and leisure activities to the community beyond that which the Library itself offers in order to deepen the Library’s role as a community hub.
- Provide meeting and programming space as a service to organizations, groups, and individuals within the community

Make revenue to benefit library programs and services.

**Policy Statement:**

The Library supports the CFLA-FCAB Statement on Intellectual Freedom and Libraries, which states:

Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.

**Regulations:**

1. In order to ensure a safe and welcoming environment for all users of the Library, the behavior of event organizers and attendees must not contravene the *Criminal Code of Canada* and must abide by the Library’s *Code of Conduct*. Rental of a Library room does not constitute endorsement by the Library of the renter’s beliefs.
2. The Library reserves the right to enforce all regulations in this Policy by refusing or cancelling a booking at any time and may monitor activities in rooms being rented.
3. Acceptance of a room rental request is subject to the suitability of the room to the intended use, the availability of rooms, and sufficient transition time. Library uses take priority over room rentals.
4. Room rental fees are approved separately by the Library Board as part of a Rate Schedule. Reduced rates apply to non-profit renters. These are defined as any organization incorporated as a non-profit or charitable agency; any organization

recognized as a service agency; any government agency; or any group or individual meetings for a specific non-profit purpose.

5. Rental fees do not apply in the case where the Library is entering into a partnership or contract to provide a program in cooperation with an individual or agency (see Programming Policy).
6. From time to time, the CEO may authorize a waiver or reduction of rental fees for a specific renter or class of renters in the case where the Library benefits from a sponsorship or other relationship with an event or agency.
7. No booking will be confirmed until copies of the facility agreement are returned, signed by an individual 18 years or older, accompanied by the rental fee.
8. A confirmed booking may be cancelled and re-booked at no charge up to 7 days ahead of booking. Re-bookings must be completed within 90 days. If the room is not re-booked or notification is less than 7 days, a cancellation fee will apply.
9. A charge may be levied for any cheques with insufficient funds.
10. The renter is responsible for any damages incurred and will be required to indemnify the Newmarket Public Library Board against any and all claims of every nature and kind.
11. The Newmarket Public Library Board accepts no responsibility for lost, damaged or stolen articles.
12. All organizations or individuals must clearly specify their own name in advertisements of meetings or events held in the Library, not implying Library sponsorship. Renters may advertise their event on a bulletin board designated for room rentals.
13. No alcoholic beverages may be dispensed or consumed on Library property, except on special permission of the Liquor Commission of Ontario, and the Newmarket Public Library Board. The serving of alcoholic beverages must be by a person who is certified by Smart Serve Ontario, a non-profit organization that provides responsible alcoholic beverages service training.
14. Food and non-alcoholic beverages are permitted; however, any remains, or garbage must be disposed of in the containers provided.
15. Most rooms for rent in the Library are available only during the hours the Library is open to the public, with the exception of the last half-hour of the Library's opening hours. Renters must vacate rooms at the agreed-upon time and may not remain in the building beyond opening hours. Certain rooms accessible without entering the Library proper

may be offered for rent outside Library hours, with an additional charge for after-hours access.

16. Audio-Visual equipment is available for use by renters without additional charge. Renters are responsible for the operation of this equipment.
17. The Library provides chairs and tables without additional charge. The renter is responsible for setting up chairs and tables in the preferred arrangement and storing them at the end of the rental.
18. If rooms are used for art and other exhibitions, the exhibitors must supply all supervision, are responsible for the arrangement and removal of their displays and assume all insurance coverage.
19. Any dispute under this Policy may be referred to the Library Board which will have sole discretion in hearing and resolving it.