

Policy Name:	Room Rental Policy	Policy No.:	PS-10
Category:	Public Services	Approval Date:	December 19, 2007
Approval:	Library Board	Revision Date:	November 19, 2025

Purpose

The Library offers community-accessible rooms to support diverse purposes, reinforcing its role as a vibrant community hub.

- Expand educational, cultural, and leisure opportunities beyond core Library programs, strengthening community engagement.
- Offer flexible meeting and programming spaces for organizations, groups, and individuals.
- Generate revenue to enhance Library programs and services.

Policy Statement:

The Library upholds the CFLA-FCAB Statement on Intellectual Freedom and Libraries, affirming its commitment to free expression and inclusive access.

Libraries are entrusted with safeguarding intellectual freedom and providing safe, welcoming spaces for all. Public spaces and services are offered without discrimination.

Regulations:

1. To maintain a safe and welcoming environment, event organizers and attendees must comply with the Criminal Code of Canada and the Library’s Code of Conduct. Room rentals do not imply Library endorsement of renter beliefs.
2. The Library reserves the right to enforce this Policy, including refusing or cancelling bookings, and may monitor rental activities.
3. Room rental requests are approved based on room suitability, availability, and required transition time. Library programs take priority over rentals.
4. Rental fees are set by the Library Board and outlined in the Rate Schedule. Reduced rates apply to recognized non-profit organizations, service agencies, government entities, or individuals hosting non-profit events.
5. Fees are waived when the Library partners with individuals or agencies to deliver programs (see Programming Policy).
6. The CEO may authorize fee waivers or reductions for events that provide sponsorship or other benefits to the Library.

7. Bookings are confirmed only upon receipt of a signed facility agreement by an adult (18+) and full payment of rental fees.
8. Confirmed bookings may be cancelled or rescheduled without charge up to 7 days prior. The Library reserves the right to reschedule room bookings within 90 days. Late cancellations incur a fee.
9. Renters are liable for any damage and must indemnify the Library Board against all claims.
10. The Library assumes no responsibility for lost, stolen, or damaged items.
11. Event advertisements must clearly identify the renter. Room renters may not use the library's name, logo, or imply library endorsement in any promotional or marketing materials.
12. Rooms are generally available during Library hours, excluding the final 30 minutes before closing. Renters must vacate promptly. Certain rooms may be rented after hours for an additional fee.
13. Audio-visual equipment may be available at no extra cost; renters are responsible for its operation.
14. Food and non-alcoholic beverages are permitted; renters must dispose of waste in provided containers.
15. 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.
16. Exhibitors must provide supervision, manage display setup and removal, and ensure insurance coverage for exhibitions.
17. Any disputes under this Policy will be resolved at the sole discretion of the Library Board.

Related Policies:

Programming Policy

Room Rental Rate Schedule

Effective: January 1, 2025

Room	Capacity	Non-Profit / NCC Member Rate*	For Profit Rate
Multipurpose Room (MPR) Projector and screen DVD/CD/Video player Whiteboard Counter/sink and Washroom Table/Chair set-up and take down by renter **Available outside of Library operating hours	60	\$26 per hour Daily Maximum \$145	\$38 per hour Daily Maximum \$210
Board Room Projector and screen DVD/CD/Video player Whiteboard Counter/sink and Washroom	15	\$20 per hour Daily Maximum \$110	\$30 per hour Daily Maximum \$165
Program Room Projector and screen DVD/CD/Video player Whiteboard Counter/sink Table/Chair set-up and take down by renter	15-20	\$20 per hour Daily Maximum \$110	\$30 per hour Daily Maximum \$165
Story Room Projector and screen DVD/CD/Video player Interactive White Board Table/Chair set-up and take down by renter	15-20	\$20 per hour Daily Maximum \$110	\$30 per hour Daily Maximum \$165
Large Study Room Interactive White Board with Projector Whiteboard	20	\$20 per hour Daily Maximum \$110	\$30 per hour Daily Maximum \$165

*Newmarket Chamber of Commerce (NCC) Member

Filming Rates

Full Library	\$1,200
Per Floor	\$400
Labour Charge (if required)	\$50/hour

Additional Information

Free Wi-Fi available in all rooms

Advertise your Event

Website Calendar Event Listing	\$25 per Ad/quarterly
11 x 17 Poster in Library	\$25 per Ad/quarterly
**After Hours Access Fee	\$20.00 per booking
Cancellation Fee (less than 7 days' notice)	\$15.00