

	POLICY:		POLICY NO.:
	Room Rentals		OP - 09
	CATEGORY:	LAST REVIEW/ REVISION DATE:	SCHEDULED REVIEW DATE:
	Operational	November 2021	November 2024

1. Purpose

King Township Public Library (KTPL) makes available several rooms which can be rented in advance for a fee, when not required for Library use. This policy outlines the objectives, guidelines and criteria required for room rentals to assist staff in providing this service equitably.

2. Objectives

Meeting rooms bring together the resources of the Library and the activities of the community for educational, cultural, civic, recreational and charitable purposes. When not required for Library use, King Township Public Library offers the use of various meeting rooms on an equitable basis regardless of the beliefs or affiliations of the individuals or groups requesting to use the meeting room. Use of the meeting room will not be interpreted to constitute endorsement by the King Township Public Library Board or staff of the policies and beliefs of groups or individuals. Revenue from fees charged for room rentals is to the benefit of library programs and services.

3. Guidelines

1. In providing room rentals, King Township Public Library Board will:
 - a. Not knowingly permit any individual or group to use its facilities in contravention of the Criminal Code of Canada; federal, provincial and municipal legislation and regulations must be observed at all times.
 - b. Reserve the right to accept or refuse a reservation, or to cancel any booking at its sole discretion.
 - c. Set and review terms and conditions (Appendix A) and fees (Appendix B).
2. The Chief Executive Officer (CEO) authorizes the use of the rooms.
3. The CEO or designate maintains the schedule and will make every effort to notify scheduled users of the unavailability of the meeting room in case of emergencies.
4. In some instances, at the discretion of the CEO or their designate, where a program also meets the informational/cultural strategic direction of the Library, the program may be co-sponsored and fees may be waived.



5. After-hours bookings are subject to approval by the CEO or their designate, and may require after-hours scheduling of staff or security services, the cost of which will be at the most current rates and must be covered by the renter.

4. Criteria for Room Bookings

Approved room bookings will be guided by the following criteria:

1. Library programs, services, meetings, and events have first priority for scheduling, after which other applications are considered on a first-come, first-served basis.
2. Any individual, group or business may request a scheduled meeting room reservation.
3. Meetings which disturb regular Library functions may not be scheduled.
4. A *Request for Meeting Room Form* must be completed and payment of the rental fee made in order to secure the booking. Information about the intended use of the room, including the names and affiliations of any speakers must be provided on the form.
5. Payment will be accepted in the form of debit/credit card, cash or cheque made out to the King Township Public Library.
6. The rental fee will be returned in full if the booking is cancelled by either party at least 14 days before the scheduled rental, or if cancelled at any time by the CEO or their designate in the event of inclement weather, unforeseen mechanical or facility issues, or an emergency situation. Cancellations between 7 and 14 days will be 50% refunded, and cancellations within 7 days, including the day of the event, will not be refunded.
7. Approval from the CEO is required, at the time of booking, to sell goods and services on Library premises, including inside the meeting room.
8. Unless approved in advance by the Library's CEO in writing, the use of the Library logo on any publicity or marketing materials is not permitted. Any advertisement, publicity or media of any kind must not imply endorsement by the Library of the content of the program or event in any way.
9. Use of the room will be subject to the supervision of Library staff. Supervisory staff may attend, free of charge, any sponsored or co-sponsored program, meeting or course held on library premises, for the purpose of auditing or reviewing procedures. If at any time, a group is found to be in violation of policies and procedures, the meeting will be cancelled with no liability to the Library whatsoever. Any violations of this policy may render the organization's applications or bookings for further use of meeting rooms invalid.



10. Users are responsible for obtaining their own liability insurance for any event or use identified as involving inherent risk as determined by the Library CEO naming King Township Public Library and the Corporation of the Township of King as co-insured in the amount of two million dollars.

Related Documents:

Appendix A: KTPL Fee Schedule

History:

Replaces policy # OP-N025 - Rentals (original adoption date and motion number unknown)

ORIGINAL DATE ADOPTED:		ORIGINAL MOTION NUMBER:	
DATE(S) AMENDED:	November 16, 2021	MOTION NUMBER(S):	2021-11-03





**APPENDIX A
KING TOWNSHIP PUBLIC LIBRARY**

SCHEDULE OF FEES AND CHARGES

	Branch Program Room	King City Study Room 1
Maximum Occupancy (physical)	50	8
Amenities	Bar fridge, sink, tables, chairs, large-screen LED TV, surround sound	32" LED screen, USB device charging, table, 8 chairs
Advance booking	Yes	Yes, with fee
Liability Insurance	Required	Not Required
For-Profit, Personal/Private Function, Business or Government Organization	\$30/hr	\$15/hr
Approved Community Organizations or Registered Charities	\$20/hr	\$10/hr
Township Departments, Committees of Council, KTPL Partners, or approved by CEO	No charge	No charge

