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|  | POLICY: | | POLICY NO.: |
| | Room Rentals | | OP - 09 |
| | CATEGORY: | LAST REVIEW/ REVISION DATE: | SCHEDULED REVIEW DATE: |
| | Operational | January 2025 | January 2028 |

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. Access to the rooms is regardless of the beliefs or affiliations of the individuals or groups requesting to use the meeting room. Restrictions to room access are primarily to avoid disruption to the enjoyment of use for those attending the Library or the facility it resides in. 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. Responsibilities

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, Ontario legislation or Township of King by-laws;
 - b. Reserve the right to accept or refuse a reservation, or to cancel any booking at its sole discretion.
 - c. Direct staff to review and set terms, conditions and.
2. The Chief Executive Officer (CEO) or their designate 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. Criteria for Room Bookings

Approved room bookings will be guided by the following criteria:

1. 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.
2. Library programs, services, meetings, and events have priority for scheduling, after which other applications are considered on a first-come, first-served basis.
3. Any individual, group or business may request a scheduled meeting room reservation. Renters must be 18 years of age or older to request room reservation and must have someone 18 years or older in the room for the duration of the rental period to ensure the terms of rental are abided by.
4. Meetings which disturb regular Library functions may not be scheduled.

5. Guidelines for Room Bookings

1. A Meeting Room Rental Form must be completed and payment of the rental fee made 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.
2. Approval from the CEO is required, at the time of booking, to sell goods and services on Library premises, including and sales may only proceed (be carried out?) inside the rented room.
3. 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.
4. Payment will be accepted in the form of debit/credit card, cash or cheque made out to the King Township Public Library.
5. The Library Board has adapted the Township's COR POL 154 - Community Group Affiliation Policy. Groups that have been approved as an Affiliated Community Group by King Township will also be recognized by KTPL. In some instances, at the discretion of the CEO or their designate, where a group or program also meets the informational/cultural strategic direction of the Library, the program may be co-sponsored and/or fees may be waived.



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. 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. At the discretion of the CEO or their designate, a refundable damage deposit may be required based on the intended use of the room by the renter.
7. Use of the room will be subject to the terms of usage and room etiquette guidelines. Federal, provincial and municipal legislation and regulations must be observed at all times. Library 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 by Library staff, if the situation is not corrected, the meeting will be cancelled immediately with no liability to the Library whatsoever and rentals will not be refunded. Any violations of this policy may render the organization's applications or bookings for further use of meeting rooms invalid.
8. The time booked for the room will include set up and clean up times. If the room is not returned to the condition it was received in, additional charges may apply.
9. Users are required to present proof of liability insurance and are responsible for obtaining their own liability insurance for any event or use naming the King Township Public Library and the Corporation of the Township of King as co-insured in the amount of two million dollars.

Related Documents:

KTPL Meeting Room Rental Agreement

Township of King - Book a Facility: Insurance Requirements

Township of King COR-POL-154 – Community Affiliated Groups

History:

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

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