

Policy No.: P03

Policy Title: Room Booking by External Groups

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Point of Contact: Director, Engagement & Client Experience

POLICY STATEMENT

As a public institution, the Library supports a society that respects diversity, social inclusion and democratic principles. The primary purpose of the Library's meeting rooms is to provide space for Library programs or services aligned with the Board's Ends, delivered by Library staff or in partnership with individuals and organizations. A secondary purpose is to provide accessible meeting spaces for use by the public.

POLICY PRINCIPLES

1. Use of Library Space

- The Library has meeting rooms primarily for its own purposes: thereafter, it may offer meeting rooms for community use and for revenue generation. Priority for the use of Library space is as follows:
 - Library programs, co-sponsored programs and other Library purposes;
 - Library-related groups;
 - non-profit community groups and organizations;
 - City of Pickering departments, agencies, boards and commissions;
 - charitable organizations;
 - Others, e.g., commercial groups.
- A booking fee is charged according to the size of the room and its facilities. There are two fee schedules: one for non-profit groups and a second for other groups.
- Non-profit groups are defined as those with proof of incorporation as a non-profit or charitable entity; any organization nationally recognized as a service

organization; or any local group meeting for a specific non-profit purpose. Membership for all these organizations must be open to the public.

- Individuals or groups booking space for the purpose of informational seminars will be considered non-profit only if the organization which they represent fulfills the requirements for non-profit status as above.
- A representative of the group or organization booking a room must answer all questions in the Room Booking Agreement from and provide a signed copy. The Room Booking Agreement makes the group responsible for damages and indemnifying the Library against any and all claims arising out of the group's use of the Library facilities.
- If the group or organization reserves a room under the provisions of a Library partnership, a Partnership Agreement must be signed prior to the room use.
- The group or organization must make one contact person responsible for a room booking. This person, who shall sign the agreement(s) listed above, must remain on-site at all times, during the group or organization's use of reserved Library space.
- Group insurance coverage is included in the room rental cost. Groups entering into a partnership agreement must provide proof of insurance or a small insurance fee must be paid as part of the agreement process. Details of costs and policy coverage available separately.
- Ongoing bookings are reviewed on a regular basis to ensure fair distribution of resources and that the use continues to meet the Library's strategic directions and priorities.
- Rooms are NOT available for:
 - Press conferences without the expressed permission of the CEO.
 - Retail / sales transactions except for books sold at author readings or book signings.
 - Private social functions.
 - Functions requiring an admission or registration fee, unless granted permission by the CEO.
 - Activities that may result in physical harm to participants or audience members.
 - Charitable fundraising unless authorized by the CEO.
- Acceptance or refusal of a specific booking is at the discretion of the CEO.
- Library staff retain the right to attend all external group events for the purpose of auditing or reviewing compliance with Library policies and the Terms and Conditions.

2. Denial of Use

- When making the Library's Rooms available for use, the Library is committed to ensuring the dignity and safety of the public and staff, and to maintain the security of Library property.
- The library reserves the right to deny or cancel a booking when it reasonably believes that:
 - Use by any individual or group will be for a purpose or action, that is contrary to the law or any of the Library's policies or Code of Conduct, including violent, threatening, abusive, harassing, disruptive or intrusive language or conduct.
 - There is a misrepresentation, a likelihood of physical hazard to participants or audiences or a misuse of premises or equipment. Past misuse or non-payment of fees is sufficient grounds for denial of an application.
 - Use by individuals, clubs, groups and organizations is intended to establish the Library as a permanent location for their activities, including establishing offices in Library meeting rooms,
 - Use will include games of chance, including bingo and lotteries,
 - The business or activities being conducted by the individual, club, group or organization is considered a violation of the Criminal Code of Canada (including the communication of statements that incite or willfully promote hatred against an identifiable group or the advocacy or promotion of genocide); or in violation of the Ontario Human Rights Code.
 - Applicants who are denied permission to book Library facilities may, upon written request, have the decision reviewed by the CEO, who may take the request to the Board for direction.

3. Food and Beverages

- Serving of alcohol is prohibited in any library meeting room. Any request for exemption must be approved by the CEO and a special occasion permit (liquor license) will be required. The Library will not be responsible for the procurement and cost of the special occasion permit.
- Policies regarding the serving of food and beverage vary by location depending on the availability of kitchen facilities and cleaning arrangements. Requests to serve food and beverages should be discussed at time of booking.

4. Hours of Use

- A "booking" is defined as the use of the room for any portion of time from one (1) to four (4) hours. Meeting rooms are only available for use during open Library

hours. Booked events may start thirty (30) minutes after the Library's opening time and must end thirty (30) minutes prior to the Library's closing time.

- Depending upon the availability of staff resources, special arrangements may be made to book rooms outside of regular hours.

5. Waiving Fees

- The CEO has the option of waiving room booking fees under certain circumstances where the event meets the Library's current strategic directions.

6. Payment and Cancellations

- Payment must be received at least three business days prior to the booking date otherwise the booking may be cancelled. There will be no refund for cancellations made less than 24 hours in advance of the booking.

7. Noise

- Unnecessary noise which disturbs the peace, quiet, or comfort of any persons in proximity of the booked space shall not be permitted.

8. Promotion of Programs Held in Library Meeting Rooms

- All organizations must clearly specify their official name in all promotional materials for meetings at the Library.
- Programs held by external groups that book space in the Library must not imply that the content of their program is endorsed by the Library in any way.

9. Equipment and Room Set-up

- The following equipment is available on request: tables, chairs, whiteboard, digital projector and screen, microphones, and flipcharts.
- Room set-up and clean-up is the responsibility of the group booking the space. If Library staff must spend time doing a clean up of rental rooms after use, a cleaning fee may be charged.
- Because of limited staff resources there is no guarantee that Library staff will be available to provide audiovisual assistance on the day of the booking. Training to use audiovisual equipment must be arranged at least one week in advance.

RESPONSIBILITIES

- Pickering Public Library accepts no responsibility for lost or stolen articles.
- Groups and organizations are responsible for complying with all laws and by-laws as well as the Library's Rules of Conduct and other Policies. Please note the official occupant loads for the available spaces:

- Auditorium capacity: 100 people
- Boardroom capacity: 12 people
- Please check the Library website Service Disruptions page for updates on the day of your event which may affect or disrupt your program or meeting

RELATED POLICIES & PROCEDURES

- Room Booking Agreement
- Room Booking Insurance Agreement
- Partnership Agreement
- Events Policy

RESOURCES

- For further information or to book a room, please contact the Room Booking Staff at the Pickering Central Library: (905) 831-6265 ext. 6166 or by email at roombooking@pickeringlibrary.ca. Additionally, see pickeringlibrary.ca/room-bookings/

Alternate formats of this document are available upon request.
Please speak to Library staff for assistance.