



POLICY

Policy Type:	Facility	Policy Number:	06-01
Policy Title:	Room Rental Policy		

Objective:

To set out the conditions for use of meeting rooms and facilities in St. Thomas Public Library.

Background

The library views its public spaces as an important part of our vision to create an informed, engaged and connected community. The primary purpose of the library's meeting rooms and facilities is to provide space for Library programs or services that are aligned with our values and goals, delivered by Library staff or in partnership with individuals and organizations. A secondary purpose is to provide accessible and affordable meeting spaces for use by the public. St. Thomas Public Library believes that it is the responsibility of public institutions, including public libraries, to support a society that respects diversity, fosters social inclusion, and is guided by democratic values.

The library values inclusion and intellectual freedom. The library believes that freedom of expression and access to ideas and information are essential to the health and development of a democratic society. We acknowledge that the library's spaces may be used by those who express ideas that may be contrary to the library's vision and values. Offering Library spaces for short-term rental by the public does not imply that the library endorses or agrees with the aims, policies or activities of any group or individual using the space, or with any of the ideas, messages or information they express.

The library recognizes that individuals and groups may strongly disagree with ideas and views expressed within Library spaces. In some instances, they may, on a personal level, view them as offensive or harmful. However, in keeping with its value of intellectual freedom, the library will not restrict freedom of expression beyond the limits prescribed by Canadian law.

Public Use

When meeting rooms are not in use for Library programs and services, St. Thomas Public Library welcomes the use of its meeting rooms and spaces by the public. The library

has two meeting rooms available for public use. All rentals will be subject to the terms defined by this policy.

Library meeting rooms and facilities shall not include, shall not be rented for, or shall not involve any of the activities listed below:

- Private social functions
- Religious services
- Sales of products or services
- Any violation of the Ontario Human Rights Code
- Any violation of the Criminal Code
- The use of Library space in a way that establishes the space as a permanent location for the user's activities and/or operations
- All activities in relating to the room booking must be conducted in a manner consistent with St. Thomas Public Library's policies including the Library's Rules of Conduct.
- No games of chance, including bingo and lotteries, are permitted
- The occupancy limits of meeting rooms must be observed at all times.
- The User is responsible for obtaining and paying for all permits, licenses and fees required by third parties. This includes, but it not limited to, special event permits and licenses to perform or play music or films
- Library staff must have access to facilities and may attend any event held on library premises, free of charge, for the purpose of auditing or reviewing compliance with Library policies
- Storage facilities are not provided by the library. Property of any kind brought onto the premises by the applicant, guests or attendees shall be promptly removed from the premises after use of the premises.
- Children under the age of ten who attend a program or event in the library's meeting rooms must be supervised by a legally responsible adult.
- All minors' functions and activities must be chaperoned by an individual(s) 21 years of age or older. For every ten minors, one adult chaperone must be in attendance. For example, seven children would require one chaperone; eleven children would require two chaperones. reasonable care of the room and will be held responsible for any damage and the general condition of the room following use.
- The applicant will be assessed reasonable charges for repair or replacement of any damaged contents of the room, as well as the physical boundaries of the room, including flooring, walls, ceilings, and anything attached thereto.
- Reasonable care of the room will include the removal of any food or beverage items, signs, posters, or handouts (without damage to the walls) as well as the disposal of items such as paper plates, napkins, cups, and utensils.
- Promotional materials must clearly state the name(s) of the organization(s) and provide contact information for meetings held on Library premises. The material must not imply or suggest that the library is endorsing the program and must contain the following disclaimer: **This program is not sponsored by St. Thomas Public Library and the Library carries no responsibility for its content.**

- Groups using the meeting rooms are responsible for any requirements for hearing or visually impaired attendees and for providing requested accommodations for meetings or programs.
- Library business phone use will be limited to emergency calls only. No telephone messages will be taken.
- St. Thomas Public Library is a non-smoking facility. Alcohol consumption is not permitted in the meeting rooms.
- In the case of a fire alarm or other emergency, it is the responsibility of the renter to ensure that all users exit the building and await permission to re-enter. At no time shall an emergency exit be blocked or locked.
- Meeting rooms are available 9:30 a.m. to 8:30 p.m. Monday to Friday and 9:30 a.m. to 5:00 p.m. on Saturday. Room access is only available during the time booked. If extra time is needed by the client for set-up or take-down, such time must be included in the time booked.

Any infractions of the foregoing rules and regulations, or any applicable legislation shall mean automatic cancellation or revocation of the agreement with the Applicant.

Indemnification:

The User agrees to indemnify and hold harmless and defend the St. Thomas Public Library Board, its officers, agents, and employees from any and all claims resulting from injuries, including death, damages and losses, including, but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with, events held in St. Thomas Public Library spaces.

Library's Right of Refusal

The Library shall have the right to cancel a rental contract, without notice, or deny a meeting room booking request when the Library, in consultation with legal counsel where appropriate, reasonably believes that the proposed use is likely to or will include prohibited activities, or the contract holder or any person(s) using the facility with the consent of the contract holder, willfully damages Library property, unlawfully consumes alcoholic beverages, or is in violation of any terms of this rental contract, a municipal by-law, any Library policies (including the Rules of Conduct), or any applicable federal or provincial law.

In addition, the CEO or designate may deny or cancel a meeting room booking, or may terminate any event, in the following circumstances

- The user has previously damaged or misused Library property or failed to pay any required fees for use of Library meeting rooms or facilities.
- The user has contravened this Policy in the past and the library reasonably believes this will occur again; or,
- The user has made a material misrepresentation regarding the user, the proposed use, or any participants or attendees.

The library may deny or cancel a meeting room or facility booking or may terminate any event which is likely to cause a material risk of harm to the safety or security of Library staff, or to the public.

Approved Date: September 21, 2022

Supersedes Date: January 20, 2021

Review Date: September 2026

Reference: Board Meeting September 21, 2022