

ST. CATHARINES PUBLIC LIBRARY BOARD**POLICY**

Section: General Number: G5	Subject: Meeting Rooms	Motion #: 1985-03 2007-29 1994-50 2007-38 2003-45
Approval Date: 1985-01-10	Effective Date: 1985-01-20	Review: Annual
Notes: Approved at the Board Meeting of January 10, 1985. Amended at the Board Meeting(s) of: October 20, 1994; May 13, 2003; March 15, 2007; April 19, 2007		

POLICY STATEMENT

The purpose of this policy is to outline the terms and conditions for the use of meeting rooms at the Central Library.

Meeting rooms are provided for Library and Library-related programs and meetings. After these needs are met they may be available to groups and organizations as revenue-generating public facilities to be booked for meetings, education or training seminars, cultural events, and community interest activities. All uses of the rooms should be in keeping with the spirit of what is acceptable in any other part(s) of the Library.

Meeting rooms are not rented for: private social functions; fundraising events or bazaars; trade exhibitions; religious services; direct sales of products or services; or for programs that are not suited to the Library's physical facilities and family oriented atmosphere. When special circumstances apply, a request may be made in writing to the C.E.O. for exceptions to the above.

Use of the meeting rooms by any groups or organization does not constitute an endorsement by the Library Board of that group or organization's beliefs or policies. Programs must not contravene the *Criminal Code of Canada*.

Definitions

The following definitions shall apply for the purposes of this Policy:

Non-profit group – any group or organization formed for the purpose of serving a public or mutual benefit other than the pursuit or accumulation of profits for owners or investors.

Profit-making group – any group or organization formed for the purpose of creating a profit.

Regulations

1. Booking priority for the use of Library meeting rooms will be as follows: (a) Library use, (b) Non-profit groups, and (c) Profit-making groups. Rooms may not be booked by any groups with the intent of breaking any laws, promoting racist or obscene programs.
2. Organizations renting space from the Library may not be in contravention of the *Ontario Human Rights Code, 1990* and the *Canadian Charter of Rights and Freedom, 1982*. The Library reserves the right to attend any meeting held in its facilities.
3. All bookings are made through the Administration Office at the Central Library. The Library reserves the right to review the Rental Application and Agreement Form. Acceptance or refusal of a specific booking shall be at the discretion of the C.E.O. Any person or group so refused may appeal in writing to the Board.
4. A rental fee is charged in accordance with the size of the room and its facilities. There are two fee schedules one for non-profit and one for-profit. If non-profit groups charge admission the for-profit rate will apply.
5. A representative of the group or organization will be required to sign the Rental Application and Agreement Form which states that the group is responsible for damages and indemnifies the Board against any and all claims arising out of the group's use of the facilities. Groups must designate a contact person responsible for room bookings.
6. Organizations renting space from the Library must add the following disclaimer to all promotional materials advertising their programs held in the Library: "This program is not sponsored by the St. Catharines Public Library and the Library carries no responsibility for its content." Distribution of promotional material in the Library for events held in the Library is not permitted, except for Library co-sponsored events or with the approval of the C.E.O.
7. Smoking is not permitted. Alcohol consumption is not permitted. The use of open flames, smoke or odour produced by burning aromatic substances such as candles is strictly prohibited.
8. Organizations are responsible for complying with all applicable laws and by-laws as well as the Library's Rules of Conduct.
9. It is the responsibility of the renting group to evacuate the room in case of a fire alarm or other emergency.
10. The Library is not responsible for damage to, theft, or loss of articles or property belonging to persons renting Library rooms and/or to program attendees.
11. Rooms must be left in an orderly and clean condition. All refuse to be put into waste containers.

12. Use of the kitchen facilities and any equipment must be requested at the time of application for meeting room facilities. Use of the kitchen is for serving non-alcoholic beverages and light refreshments only. The Library does not supply dishes or utensils.
13. The Library, in its sole discretion, reserves the right to terminate the Applicant's right to the use of the premises if:
 - a) The Library becomes aware of a use contrary to law.
 - b) The Applicant has misrepresented anything in the contract.
 - c) There is a likelihood of harm to any person or property.
 - d) The Library becomes aware the premises are intended to be a permanent or long-term location for the Applicant's activities.
 - e) The Applicant has previously misused the premises or other Library facilities or has failed to pay any fees of any sort owing to the Library.
 - f) The Applicant has failed to make full payment for use of the premises by the time of confirmation of booking of such use.
14. If the Library is unable to provide the premises for the Applicant's use due to matters beyond the Library's reasonable control, including but not limited to damage to the premises or labour disruption, then the booking shall be terminated and the Applicant shall be entitled to a refund of fees it has paid the Library. The Applicant will waive any claims for damages or compensation on such account of such termination other than the refund referred to above.

Bookings, Fees, Payment, Cancellations and Refunds

1. Meeting rooms may be booked by phone but a signed **Library Meeting Room Application Form** must be returned to the Library within 10 business days of the verbal booking (Appendix 1). If the signed form is not received the room will not be held.
2. Meeting rooms may be booked 12 months in advance based on availability. The Library reserves the right to limit the number of bookings.
3. Meeting rooms may be booked for specific blocks of time as outlined in the **Library Meeting Room Application Form** (Appendix 1).
4. Kitchen facilities and equipment may be rented as outlined in the **Library Meeting Room Application Form** (Appendix 1).
5. Payment may be made in advance or the group may request an invoice. The Library accepts cash and cheques payable to the St. Catharines Public Library. NSF (not sufficient funds) cheques will be subject to a \$20.00 handling charge.
6. Cancellations for room bookings **must be reported at least 14 days in advance** freeing rooms for other bookings. **Groups will be charged and no refunds on pre-payments will be given if the cancellation is not made 14 days in advance of the booking.**

7. The Library will not accept new bookings and will cancel existing room bookings for groups that have invoices outstanding for 45 days or more. Those accounts will be turned over to a collection agency.
8. At the discretion of the Library, rental charges may be waived if the activities of the group are closely related to the activities of the Library or when the group is partnering with the Library in its delivery of a program.
9. A baby grand piano, located in the Mills Memorial Room, may be booked. The piano is available for practice by advanced students for a charge (Appendix 1), in addition to the charge for the Mills Memorial Room. Bookings should be made in advance.
10. The Library follows a regular piano tuning program. However, if piano tuning is requested by a group or individual, arrangements must be made through the Library at the time of the booking. The current rate for tuning will be charged.

Procedural Guidelines

1. The C.E.O. and Business Administrator shall ensure that the necessary procedures are implemented.

Implementation

The Policy shall be implemented by the C.E.O. and Business Administrator.

Attachment(s): Appendix 1 – Library Meeting Room Application Form

LS/nb

St. Catharines Public Library
 54 Church Street, St. Catharines, ON, L2R 7K2
 Phone: 905-688-6103 ext. 238 Fax: 905-688-6292
 Email: reception@stcatharines.library.on.ca

LIBRARY MEETING ROOM APPLICATION FORM

Is your Organization: **Not-for-Profit** **For-Profit**

Organization: _____ Contact Name: _____

Address: _____ City/Postal Code: _____

Phone: _____ Fax: _____ Email: _____

Can the phone number be given to the public? Yes No

Nature of Meeting: _____

Meeting Room Capacity & Fees (see page 2)

DAY REQUIRED					DAY	MTH	YR	ROOM REQUIRED	DATE ROOM CONFIRMED
T	W	TH	F	S					

Time of meeting: from _____ to _____ Access required: from _____ to _____

Expected Attendance: _____

Room Set Up: Theatre Classroom U-Style Conference Other: _____

Special instructions for set up: _____

EQUIPMENT REQUIRED: Flipchart with paper/Whiteboard Easel Blackboard Lectern Piano

AUDIO-VISUAL EQUIPMENT REQUIRED:

Laptop Computer LCD Projector Wireless Internet TV/DVD/VCR Combo

Projection Screen >

Projection Table - Rolling > 26 " 42 "

Sound System (with 1 free microphone) > Mills Room Portable

Microphone Types > On Stand Lapel Tabletop

KITCHEN FACILITIES REQUIRED: Yes No

CANCELLATION / REFUND POLICY

Groups will be charged and no refunds will be given if room cancellations are not made 14 days in advance of the booking. It is understood and agreed between the Applicant and the St. Catharines Public Library that the Applicant has read the Meeting Room Policy and regulations governing the rental of the room and that the conditions therein will be observed.

Date: _____ Signature: _____

Completed form must be returned within 10 days of the tentative booking

OFFICE USE ONLY							
DATE	INVOICE #	AMOUNT	RECEIPT #	DATE	INVOICE #	AMOUNT	RECEIPT #

Approved: _____ Date: _____

Sent to Maintenance

(see over)

MEETING ROOM FEE SCHEDULE		NON-PROFIT RATE INITIAL FEE	FOR PROFIT RATE INITIAL FEE	ADDITIONAL BLOCKS
ROOM	TIME			
Mills Room	9:00 a.m. – 12 noon	\$40.00	\$60.00	\$15.00
	1:00 p.m. – 5:00 p.m.			
	6:00 p.m. – 10:00 p.m.			
Rotary or Bankers Room	9:00 a.m. – 12 noon	\$20.00	\$30.00	\$7.50
	1:00 p.m. – 5:00 p.m.			
	6:00 p.m. – 10:00 p.m.			
Rotary and Bankers Rooms Combined	9:00 a.m. – 12:00 p.m.	\$40.00	\$60.00	\$15.00
	1:00 p.m. – 5:00 p.m.			
	6:00 p.m. – 10:00 p.m.			
Kiwans/Trust Room or Story Hour Room	10:00 a.m. – 12 noon	\$15.00	\$20.00	\$5.00
	1:00 p.m. – 5:00 p.m.			
	6:00 p.m. – 9:00 p.m.			
BRANCHES Dr. Huq Branch or Merritt Branch (limited equipment available)	10:00 a.m. – 12 noon	\$20.00	\$30.00	\$7.50
	1:00 p.m. – 5:00 p.m.			
	6:00 p.m. – 8:00 p.m.			

SEATING CAPACITY AND ARRANGEMENTS**CENTENNIAL LIBRARY**

Mills Room
(34' L x 27' W plus 10' stage)

Theatre Style – 110 chairs
Conference Style – 50 to 60 chairs

Rotary or Bankers Room
(24' L x 20' W) or (21' L x 20' W)

Theatre Style – 30 chairs
Conference style – 10 to 15 chairs

Rotary and Bankers Room
(45' L x 20' W)

Theatre Style – 60 chairs
Conference style – 20 to 30 chairs

Kiwans/Trust Room or Story Hour Room
(20' L x 15' W)

Conference style – 10 chairs

BRANCH LIBRARIES**

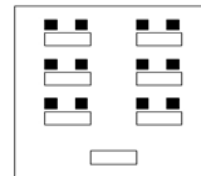
Merritt Branch
(29' 3" L x 19' 10" W)

Theatre Style - 20 chairs

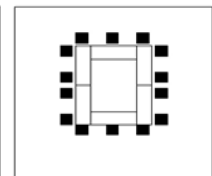
Dr. Huq Branch
(29' 10" L x 13' 6" W)

Theatre Style - 20 chairs

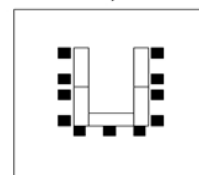
Classroom



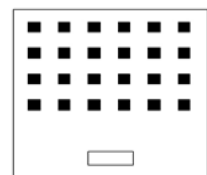
Conference



U-Style



Theatre

**FEE SCHEDULE**

** Limited equipment available at the branch locations

EQUIPMENT REQUIRED:	Rate
Flipchart with paper, Easel, Blackboard, Lectern, Whiteboard	\$5 each
Piano – Advanced Student	\$5 / hour
Piano – Community Group	\$10
AUDIO-VISUAL EQUIPMENT REQUIRED:	
Laptop Computer	\$ 25 / 4 hours
LCD Projector	\$ 50 / 4 hours
Wireless Internet	Free
TV/DVD/VCR Combo	\$20
Projection Screen	\$5
Projection Table – Rolling (All)	\$5
Sound System (All) – includes 1 microphone (<i>Note: Mills Room accommodates 4 microphones</i>)	\$40
Microphones – Additional (All)	\$10 each
KITCHEN FACILITIES REQUIRED:	
Kitchen use includes kettle and coffee urns	\$5

ALL ROOM RATES AND EQUIPMENT FEES SUBJECT TO HST EFFECTIVE July 1, 2010