



Room Rental Policy

Statement of Purpose

The Perth East Public Library views its meeting room space as an important part of our vision to provide opportunities that foster community connections. The primary purpose of the Library's meeting space is to provide space for Library programs or events, delivered by Library staff or in partnership with individuals and organizations. A secondary purpose is to provide an accessible and affordable meeting space for use by the public.

All activities, programs or meetings conducted in the Library are subject to the general rules and regulations of the Perth East Public Library as reflected in the Library's Code of Conduct Policy. Further, all renters agree not to contravene the Criminal Code of Canada and all other applicable laws and statutes during the course of their rental.

Definitions

- "Renter" signifies an organization or individual who has contracted with the Library for the use of the rental space.
- "Event" signifies the purpose for which the program room is being used by the Renter.
- "Township" means the Perth East Township.
- "Library" means the Perth East Public Library.
- "CEO" means the Chief Executive Officer of the Perth East Public Library Board

Guiding Principles

- Program Room Rentals are a value-added service provided to the community by Perth East Public Library (PEPL).
- Library programs and library co-sponsored programs are given first priority for use of the space.
- Rental of the Program Room in the Library encourages community use while at the same time provides the capacity for revenue generation. The rental of the Program Room constitutes a revenue source that contributes to the overall maintenance and operation of the Library's facilities and services.

Conditions of Use

- The CEO must approve all rental applications.
- Room rentals are available during the hours the Library is open. Exceptions may be made with the CEO's permission.
- The Renter must submit proof of liability insurance naming the Township of Perth East as "Additional Insured" with a minimum of \$2 million in coverage. The renter must assume all

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responsibility for the event, including attendees, in regards to all claims, costs and damages to the equipment, furnishings or the library.

- Renter must be 18 years of age or older and must remain on the premises during the rental period.
- Activities in or related to the rented space must not unreasonably disrupt Library operations or use of general Library space and services by other patrons.
- Library staff must have access to the rental space at all times.
- The Renter is responsible for the set up and clean up of furniture and equipment. Chairs and tables must be stacked and stored. Surfaces and floors must be clean and free of debris. An additional fee will be charged to the renter of the space if extra cleaning is required at a cost of \$25/hour.
- Promotional materials must not imply or suggest that the Library is endorsing the event and must contain the following disclaimer: *This event is not sponsored by the Perth East Public Library and the Library carries no responsibility for its content.*
- The Library is not responsible for equipment or personal articles belonging to any group or individual using the room or attending an event.
- The contact information of the Renter should be listed as a source for further information.
- Parking at the Library is available but is not guaranteed.
- Renters shall not obstruct any portion of fire exits.
- No admission fee will be charged by the Renter.
- Selling products or services is prohibited unless approved at the time of booking by the CEO.
- Alcoholic beverages, smoking, and/or illicit drugs are strictly prohibited on Library premises.
- The use of open flames, smoke or odor produced by burning aromatic substances such as candles or incense is strictly prohibited.
- Nothing is to be affixed to the walls that could result in damages to the wall surface.
- The maximum capacity of the meeting space must not be exceeded. Maximum capacity of the meeting room is:
 - 52 – sitting with tables
 - 66 – sitting
 - 90 – Standing
- No kitchen facilities are available. Food may be brought in and is subject to the provisions of the *Health Protection and Promotion Act of Ontario, Food Premises Regulations.*
- The Library is able to provide the following materials to the Renter:
 - 10 tables,
 - 30 chairs,
 - Coffee urn,
 - TV monitor
- Library staff are not responsible for operating equipment during Event. Arrangements for instructions must be made at the time of booking.

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- Room Rental Application & Agreement Form (Appendix A) must be signed agreeing to the terms specified in this policy and the Perth East Public Library's Code of Conduct Policy.
- Cancellation of a confirmed booking must be made 24 hours in advance. A \$25.00 administrative fee will be charged if the cancellation is made less than 24 hours in advance. The full rental amount that was selected on the *Room Rental Application and Agreement Form* will be charged if no notice of cancellation is given.

Denial of Use

The Library is committed to ensuring the dignity and safety of the public and staff without disruption to Library services, and to maintaining the security of Library property.

The Library reserves the right to deny or cancel a booking when it reasonably believes:

- Use by any individual or group for a purpose that is likely to promote, or would have the effect of promoting discrimination, contempt or hatred for any group or person on the basis of race, ethnic origin, place of origin, citizenship, colour, ancestry, language, creed (religion), age, sex, gender identity, gender expression, marital status, family status, sexual orientation, disability, political affiliation, membership in a union or staff association, receipt of public assistance, level of literacy or any other similar factor.
- Use by any individual or group for a purpose or action, that is contrary to the law or any of the Library's policies or Custom Code of Conduct, including violent, threatening, abusive, harassing, disruptive or intrusive language or conduct.
- Activities that are likely to pose a safety hazard to event attendees, Library staff, or the public, or cause misuse or damage to Library property are not permitted. Past misuse or nonpayment of fees is sufficient grounds for denial of an application.
- Use will include gaming or games of chance, including bingo and lotteries.

Program Room Rental Fee Schedule

Renter Type	Rental Fee	Rental Time
Library Event or co-sponsored Event	Free	
Non-profit, private or commercial group	\$25.00	Per 2-hour or less rental
	\$50.00	Per 4-hour rental
	\$75.00	Per full day rental

APPENDIX A

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Room Rental Application and Agreement

All organizations or persons renting the Perth East Public Library's Program Room agree to abide by the following:

- Perth East Public Library's *Room Rental Policy*,
- Perth East Public Library's *Code of Conduct Policy*

Organization		
Contact Name:		
Address:		
Phone Number:		
Email:		
Rental Time Requested	2 HR Rental or Less	<input type="radio"/>
	4 HR Rental	<input type="radio"/>
	Full Day Rental	<input type="radio"/>

Event Information		
Intended Use:		
Estimated Attendance:		
Rental Date(s) and Time	Date	Time

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As part of the consideration for the Perth East Public Library renting the space to the named individual or organization, I, personally agree to indemnify and hold harmless, the Perth East Township, and the Perth East Public Library Board from and against all loss, claims, actions, damages, liabilities, costs and expenses, including legal fees, in connection with personal injury, damage to property or any other loss or injury while renting the program room.

I have read and agree to abide by Perth East Public Library's *Room Rental Policy* and Perth East Public Library's *Code of Conduct Policy*.

Signature of Rental Applicant

Date

To be filled in by Library:

Date of application		
Rental Payment Received	Yes	No
Proof of Insurance Provided	Yes	No
Walk through necessary?	Yes	No
After hours rental requested?	Yes	No
Additional Instructions		
CEO Approval		

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