Waterloo PUBLIC LIBRARY

Waterloo Public Library Policy

Category: Public Service
Policy Number: 6-12
Policy Name: Room Rental

In keeping with its central role of providing information and service to the community, Waterloo Public Library makes meeting room space available to the public.

Waterloo Public Library endorses the *Canadian Federation of Library Associations Statement on Intellectual Freedom and Libraries,* and believes that it is important to provide access to a wide range of news and views. Holding lectures, seminars, and public debate in the Library meeting space is a way of fulfilling this goal.

Policy:
All activities in Library meeting space must be in keeping with the Library's *Goal* and *Purpose*, and in accordance with the Library's *Rules of Conduct*.

Library facilities are available on a non-discriminatory, equal access basis. Activities held in the Library meeting rooms must comply with all applicable local, provincial and federal laws, including *City of Waterloo By-laws*, the *Ontario Human Rights Code* and the *Criminal Code of Canada*. Groups using Library meeting space may not limit attendance on the basis of race, ancestry, place of origin, colour, religion, ethnic origin, citizenship, creed, sex, age, sexual orientation, marital status, family status, or mental or physical disability. Rental fees are applicable for non-profit and for-profit groups. Proof of charitable or non-profit status is required.

Permission to use Library meeting rooms will be denied to an organization and/or meeting whose purpose is illegal, whose conduct may interfere with the proper functioning of the Library, or whose activity does not have the sponsorship or presence of a legally responsible adult aged 18 years or older.

Use of a Library meeting room does not indicate that the Library either advocates or endorses the issue, event or service in the meeting space. The Library is also not responsible for the reliability of information or services provided during a meeting in Library space.

The Library reserves the right to attend any meeting held in its facilities, with the exception of certain Library or City of Waterloo meetings, which may be closed only in accordance with the *Ontario Public Libraries Act* or the *Ontario Municipal Act*.

No on-site admission fee or required donation may be charged for any meeting or event held in Library meeting rooms, although pre-registered fee-based programs are allowed. No products, services or memberships may be advertised, solicited, or sold.

However, at the discretion of the CEO, the following will be permissible at Library-initiated programs:

- Fundraising to benefit the Library
- The sale of books, DVDs, and other items by authors or artists as part of a library or co-sponsored program

Fundraising activities may not be held in Library meeting rooms.

We do not promote events we are not affiliated with.

Library-related programs will be given preference in scheduling meeting room use. The Library reserves the right to re-schedule or cancel meeting room space for programs or events sponsored by the Library. As much notice as possible will be provided to the group(s) affected by the change, and suggestions for other spaces will be made when possible.

Library meeting space may be used by political organizations or individuals, provided the meetings are for the discussion of issues, political business meetings or multi-candidate forums.

Meetings must be scheduled during normal Library hours. Renters are responsible for their own set-up and take-down of meetings rooms. The occupancy limits of meeting rooms must be observed at all times.

Renters will complete an application form online and will receive an email confirming their booking. If booking in person, agreement with room booking policy will be given verbally. All meeting room applicants will have access to a copy of the Waterloo Public Library's *Rules of Conduct* and of this policy as part of the application process.

Meetings may be booked a maximum of two months in advance of the meeting date through our website. The library reserves the right to limit the number of sequential bookings made by the public. At the discretion of the Library, last minute bookings may be made. Notifications of cancellations are required at least 48 hours in advance of the meeting or event in order to receive a refund or rebook a space.

Children attending a meeting or event in the library are the responsibility of the renter who must ensure adequate supervision at all times.

Applicants for meeting room use are responsible for 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.

Applicants for meeting room use are responsible for the provision and payment for police or security officers, if required by the Library in such numbers and with such identification as is acceptable to the Library.

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Only Library equipment may be used to connect to the cabled network. Renters are responsible for ensuring the space they rent has sufficient technology for their needs, no additional IT resources will be provided in rental spaces.

Simple food may be served by groups provided that the food meets Region of Waterloo Public Health food guidelines and is brought in ready to serve. The Library does not provide utensils, cleaning products, dishtowels or catering services. Requests to serve alcoholic beverages will be reviewed on a case by case basis by the CEO and will require a liquor license.

Parking is not guaranteed. Public parking is available in designated parking lots.

Failure to comply with the Waterloo Public Library's *Room Rental Policy* and the Library's *Rules of Conduct* may result in withdrawal of future meeting room use privileges.

Rental rates are set by the library and are subject to change.

The Waterloo Public Library assumes no liability for any loss or damage arising from the use of its meeting rooms by the applicant, its members, officers, employees, agents, contractors or guests. The Library's general liability insurance does not extend to bookings by outside groups or renters.

The renter agrees to indemnify and save harmless the Library from all claims, demands, causes or action, loss, costs or damages that the Library may suffer, incur or be liable for resulting from the renter's negligence, acts of omission, obligations or failure to adhere to the terms and conditions related to the room booking.

The failure of the Library to exercise any right/option or to insist on strict compliance by the applicant shall not be a waiver of the terms and conditions of the agreement.

Document Record:

November 2007	Initial Release
July 2015	Reviewed
June 2019	Reviewed
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December 2022	Reviewed