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| <b>Category:</b>      | Public Service |
| <b>Policy Number:</b> | 6-12           |
| <b>Policy Name:</b>   | 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 available for non-profit and for-profit groups. Proof of 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

The occupancy limits of meeting rooms must be observed at all times.

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Library meeting rooms may be not be used for social or celebratory services except with the approval of the CEO. These events include, but are not limited to, wedding receptions, baby showers and parties.

Fundraising activities may not be held in Library meeting rooms. All banners, flyers, literature, signage, web posting and other promotional materials for events held in Library meeting rooms must be approved by the Library prior to printing/posting and distribution.

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. When a meeting has been extended beyond normal Library hours, the sponsoring group will be required to pay a fee to offset the cost of additional staffing. Any such extension must be confirmed and approved in advance of the event.

A *Meeting Room Application Form* must be completed and returned to the Library for review and confirmation. A written confirmation of the booking will be provided.

All meeting room applicants will receive a copy of the Waterloo Public Library's *Rules of Conduct* and of this policy as part of the application process.

To avoid conflicts, groups should verify meeting room reservations two weeks prior to the meeting date. At the discretion of the Library, last minute bookings may be made. Written notifications of cancellations are required at least 48 hours in advance of the meeting or event.

Meetings may be booked a maximum of six months in advance of the meeting date. If space is available and the requesting group has an approved application on file, meeting rooms can be reserved on short notice. In general, meeting rooms may not be reserved for more than four consecutive meetings. Exceptions may be made at the discretion of the Library.

Sunday bookings may be made at the discretion of the Library and subject to the availability of staff to manage the booking requirements.

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 named on the *Meeting Room Application Form*. Adult supervision at the ratio of not less than one adult for each ten children in attendance must be observed for children under the age of ten.

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

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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.

Renters of the Main Library Auditorium and the John M. Harper Community Room are responsible for their own room set-up and take-down. Should the group require Library staff to provide extensive set-up arrangements, a service charge will be calculated at \$25.00 per hour to offset labour costs incurred by the Library.

Access to the Internet and the Library’s wireless network are available without cost in the meetings rooms. Only Library equipment may be used to connect to the cabled network.

Groups planning to have food and/or refreshments during their meeting must receive written approval in advance from the Library. The Library does not provide utensils, cleaning products, dishtowels or catering services. 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. Requests to serve alcoholic beverages will be reviewed on a case-by-case basis by the CEO and 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* may result in withdrawal of future meeting room use privileges.

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 applicant must agree to protect, defend, indemnify and save the Library harmless from all demands, claims, actions, proceedings, fines or penalties, including any costs and expenses incurred by the Library thereby in responding thereto, for loss, damage or injury, including death, to any person or persons and to any property arising in connection with the use as a result of any act or omission of the applicant or the group represented by or affiliated with the applicant named hereon or their members, officers, employees, agents or contractors or any person what attends the function.

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:**

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|---------------|-----------------|
| November 2007 | Initial Release |
| July 2015     | Reviewed        |
| June 2019     | Reviewed        |
| January 2020  | Reviewed        |

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