

## Room Rental Guidelines

- Meetings must occur within the operating hours of the Library unless special arrangements have been made.
- Limited kitchen facilities will be made available in connection with the meeting room by prior arrangement. Renters must agree to leave these facilities in good clean order.
- The consumption of alcoholic beverages, smoking, games of chance, lotteries and gambling are prohibited.
- Exits must be kept free from obstruction at all times in accordance with fire regulations.
- Promotional advertising or notices of an event being held on Library premises must be approved by Library staff. The Library shall not be named as a contact resource.
- Any damage to the Library building, furniture and/or its' equipment must be repaired or replaced at the renter's expense.
- The Library reserves the right to accept or refuse a rental. Use of a meeting room by any organization does not constitute endorsement by the Library Board of the group's policies or beliefs.
- The applicant shall be responsible for the conduct and supervision of all persons admitted to the Library at the invitation of the applicant. All meetings must have the sponsorship or presence of a legally responsible adult aged 18 years or older.
- The Library Board will not be responsible for personal injury or damage, or for the loss or theft of clothing and equipment of anyone attending on the invitation of the renter. This disclaimer also applies to the use of the parking lot. The renter agrees to indemnify and save harmless the Public Library Board from any action of claim being brought against it as a result of the use of the Public Library facilities by the renter.
- Groups sponsoring exhibitions of any kind do so at their own risk and must provide their own supervision, insurance and licensing.

All room renters must follow Waterloo Public Library's Rules of Conduct.

To view our Rules of Conduct, [click here](#).

To view our Room Rental Policy, [click here](#).

### Waterloo Public Library

**Main Library**  
35 Albert Street  
Waterloo, Ontario N2L 5E2  
T 519.886.1310 ext. 110

**John M. Harper Branch**  
500 Fischer-Hallman Road North  
Waterloo, Ontario N2L 0B1  
T 519.886.1310 ext. 310

**McCormick Branch**  
500 Parkside Drive  
Waterloo, Ontario N2L 5J4  
T 519.886.1310 ext. 213