



POLICY: <b>Meeting Room Rentals</b>		POLICY NO: <b>OP 01</b>
POLICY LEVEL: <b>Operational</b>	LAST REVIEW / REVISION DATE: April 8, 2025	SCHEDULED REVIEW DATE: April 2029

## Meeting Room Rentals

The Library views its meeting room space as an important part of our vision to create an informed, engaged and connected community. 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 Stratford Public Library as reflected in the Library's Customer Code of Conduct. 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.

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

By offering Library space for short-term rental to the public, SPL does not endorse or imply agreement with the ideas, policies, messages, or activities of any group or individual using the space. We acknowledge that Library meeting room may be used by those who hold and express ideas contrary to SPL's vision and values.

SPL supports the right of free expression by making available its meeting space available to individuals, groups and organizations whose programs are consistent with the intent of the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code and all other applicable laws and statutes.

### Conditions of Use

- Room rentals are available during the hours the Library is open.
- All meetings must be conducted in a manner consistent with the Library's Customer Code of Conduct, and in accordance with the terms and conditions noted in this policy, as they may be amended from time-to-time
- Activities in or related to the rented space must not unreasonably disrupt Library operations or use of general Library space and services by other customers. 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.
- Library staff must have access to facilities at all times and may attend for free-of-charge any event, meeting or course held on Library premises for the purpose of auditing or reviewing compliance with Library policies and the conditions of use.
- Sales of goods are not permitted unless authorized by the Library except for:
  - Food and non-alcoholic drink refreshments
  - Books sold at author readings or book signings
- Permission to serve alcohol during room rental events is considered on a case-by-case basis. If permission is granted, the user is responsible for obtaining the liquor license and following all associated regulations. A copy of the license must be provided to SPL in advance of the event.



- All meeting room activities must be confined to the meeting room rented, and not to any other part of the Library building.
- Maximum capacity of the meeting space is 80 people. The maximum capacity of the meeting space must not be exceeded.
- The event space must be left in the same condition as it was prior to use. Chairs and tables must be stacked and stored. Refuse must be removed. Surfaces and floors must be clean and free of debris.
- Groups or individuals booking the Library space are responsible for any charges resulting from furniture, building or equipment damage or loss.
- The Library is not responsible for personal injury or damage, nor for the theft or loss of clothing or equipment of the applicant or anyone attending a program or meeting.
- The renter will be responsible for clearing the meeting room during a drill or fire alarm according to the approved Library fire plan.
- The renter must agree to indemnify and save harmless the Library Board in regards to all claims, costs and damages in any way arising out of the application and/or use of the facilities by the applicant, and anyone in attendance including, without limitation, damage or destruction of property, personal injury, infringement of royalty rights, defamation and public disturbance.

## Denial of Use

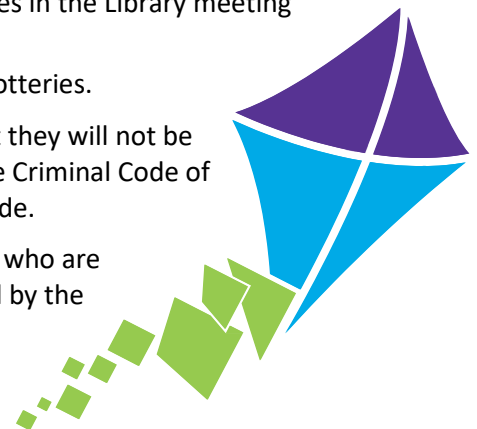
The Library is committed to ensuring the dignity and safety of the public and staff without disruption to Library services, and to maintaining the security of Library property.

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 Customer Code of Conduct, including violent, threatening, abusive, harassing, disruptive or intrusive language or conduct.
- There is a likelihood of physical hazard to participants or audiences or a misuse of the premises or equipment. Past misuse or nonpayment of fees is sufficient grounds for denial of an application.
- Use by individuals, clubs, groups and organizations intending to establish the Library as a permanent location for their activities, including establishing offices in the Library meeting rooms.
- Use will include gaming or games of chance, including bingo and lotteries.

The Library requires potential users of Library rental space to confirm that they will not be conducting any business or activities that are in violation of this policy, the Criminal Code of Canada (including hate propaganda laws) or the Ontario Human Rights Code.

Denials may be given with no notice and may not be refunded. Applicants who are denied permission to use Library facilities may have the decision reviewed by the



CEO upon written request. The decision of the CEO shall be final.

## **Event Promotion and Signage**

Approval from SPL to rent the space is not an endorsement of the user or event. Promotional materials must not communicate or imply Library endorsement of or affiliation with the event or organization.

Users are not permitted to post directional or promotional signage outside the rented space without SPL consent. Users are not permitted to solicit or direct general Library visitors to participate in or attend activities in a rented space.

- SPL's logo or image(s) may not be used in communication or promotional material without prior written consent from SPL
- Communication and/or promotion may not state or imply that SPL is a partner, sponsor, or supporter of the event(s), without prior written consent
- SPL reserves the right to request room renters include a disclaimer of non-affiliation on marketing and communication material for events occurring in rented spaces

## **Equipment and Technology**

The meeting space is equipped with rolling flip top tables and lightweight stacking chairs. The renter is responsible for set up of the space.

The Library Auditorium is equipped with a smart screen available for use at no charge. When available, Library staff will provide orientation for the usage of Library equipment. Any additional equipment requirements are the responsibility of the user, including connectivity of personal equipment to Library equipment or technical assistance with personal equipment. If asked to provide technical assistance with renter's equipment, the Library assumes no responsibility for the safety, security, damage or loss of files, information or data stored, or damage to a renter's personal device, and does not accept any liability for handling personal equipment.

A sound system is available to be rented from the Library or may be supplied by the renter.

## **Parking**

No dedicated event parking is provided on Library property. Paid public parking is available on St. Andrew Street and in the Erie Street lot.

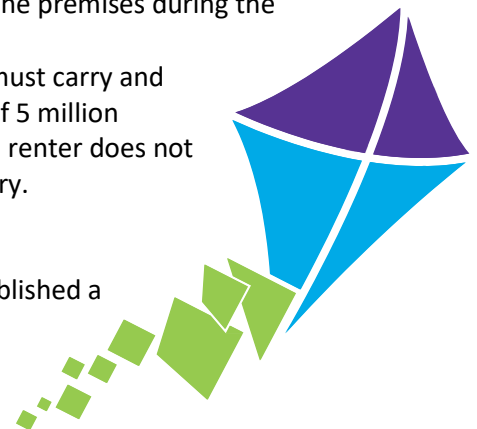
## **Renting of Library Space**

Room rentals are accepted on a first come, first-serve basis, no more than 60 days in advance.

- Rentals of the meeting room is done during regular business hours by the Executive Assistant, typically Monday to Friday from 8:00 am to 4:00 pm, telephone 519-271-0220 x113.
- The Renter must be 18 years of age or older and must remain on the premises during the booking period.
- Any group, organization or individual who rents a meeting room must carry and provide proof of valid liability insurance coverage in the amount of 5 million dollars, naming the City of Stratford as "Additional Insured". If the renter does not have insurance, they may be able to purchase it through the Library.

## **Room Rental Fees and Charges**

In the interest of promoting community involvement, the Library has established a



preferential rate structure for different classes of groups:

- Co-sponsored organizations, City of Stratford or County of Perth may use Library space without charge.
- Non-Profits are community service providers, clubs, official non-profit organizations where no financial profit is made or intended (for example, a bereavement support group) or registered charities.
- All other renters include individuals and businesses. This includes for profit groups hosting free events.

Renter Type	Hourly Fee	Full Day
Co-Sponsored, City of Stratford, or County of Perth	Free	Free
Non-Profit	\$15	\$75
Private or Commercial	\$30	\$150

Equipment	Fee
Smart Board	Free
Microphone and Speakers	\$40 flat rate

Payment is due at the time of rental confirmation.

## References:

- Canadian Charter of Rights and Freedoms
- Ontario Human Rights Code
- OP 04 Customer Code of Conduct
- OP 02 Partnership Policy

ORIGINAL DATE ADOPTED	June 17, 2015	Review Cycle	4 years
REVIEW/APPROVAL HISTORY	June 2017, December 2022		

