



WHITBY PUBLIC LIBRARY

doorway to discovery

Policy Type:	Administrative	
Policy Title:	Room Rental Policy	
Authority/Created:	CEO December 15, 2004	Date Revised: June 16, 2010

The Whitby Public Library welcomes the use of its meeting rooms. The Central Library has three meeting rooms that are used for library and library-related programs and meetings but are also available for rental by groups and organizations. All rentals will be subject to the terms defined by this policy.

1. Use of the meeting room by a group or organization does not constitute endorsement by the Library Board of that group or organization's beliefs or policies. Programs must not contravene the *Criminal Code of Canada*. The Library's Chief Executive Officer reserves the right to refuse a booking.
2. Promotional materials must not imply or suggest that the Library is endorsing the program and must contain the following disclaimer: *This program is not sponsored by the Whitby Public Library and the Library carries no responsibility for its content.*
3. Groups renting the facilities must have membership open to the general public.
4. The meeting rooms cannot be rented for private social functions, fundraising events or bazaars, religious services, or for business purposes such as direct sales of products or services.
5. The Whitby Public Library is a non-smoking facility. Alcohol consumption is not permitted in the meeting rooms except under special arrangements and with proof of a valid liquor licence.
6. The use of open flames, smoke or odour produced by burning aromatic substances such as candles or incense is strictly prohibited.

7. Fees are based on room size and amenities and there are two schedules: a rate for non-profit organizations and a rate for commercial or business organizations.
8. All meetings must commence before the library closes. Meeting rooms may not be available on Sundays. Room access is only available during the time booked. If extra time is needed by the client for set-up or take down, such time must be included in the time booked.
9. The booking will be confirmed upon receipt of the completed agreement form. Bookings may be cancelled up to 7 business days before the rental with no cost. Bookings cancelled between 2 and 7 business days before the rental will be charged a 10% administrative fee. Bookings not cancelled, or cancelled less than 2 business days before the rental, will be charged the full rental cost. Business days for room rental administration are Monday to Friday from 9:30am to 5:00pm.
10. Public parking is available in a lot on Colborne Street directly east of the library for a nominal fee during the day and free after 6:00 pm and weekends. Parking spaces directly behind the library are available only to library patrons for short-term use.
11. Any damage to the Whitby Public Library buildings and/or its equipment must be repaired or replaced at the renter's expense.
12. The library accepts no responsibility for lost or stolen articles.
13. Storage space is not provided.
14. A representative of the organization must sign a rental agreement stating that they have read the policy and agree to its terms.

Room Rental Rates

Rates listed below are based on a **2-hour** rental.

	<u>Non-profit</u>	<u>Commercial</u>
Meeting Room 1 (A & B)	\$80.00	\$160.00
Meeting Room 1A	\$40.00	\$80.00
Meeting Room 1B	\$40.00	\$80.00
Meeting Room 2	\$25.00	\$50.00

Rates listed below are based on a **4-hour** rental.

	<u>Non-profit</u>	<u>Commercial</u>
Meeting Room 1 (A & B)	\$150.00	\$300.00
Meeting Room 1A	\$75.00	\$150.00
Meeting Room 1B	\$75.00	\$150.00
Meeting Room 2	\$50.00	\$100.00

All prices exclude HST.

Audiovisual equipment, Internet usage, and teleconferencing are available for an additional cost. Assistive listening devices are available free of charge.

Groups using teleconference services will be responsible for any long distance phone charges incurred.

The library does not rent computer equipment or provide fax services. A coin operated public photocopier is available for use.

Complimentary amenities included in each meeting room include sink, countertop, whiteboard and screen.

Lecterns or flipcharts may be reserved on a first-come first-served basis at no extra cost.