



North Perth Public Library

OP-16 Meeting Space Policy

POLICY PURPOSE

The North Perth Public Library board sees the meeting space at the Listowel Library, the Hay Room, as a community asset and provides the for community booking to support educational, cultural, civic, recreational, and charitable purposes to community groups, agencies and organizations.

This policy ensures that users of this space adhere to Library policy and do not use the space in contravention of [the Canadian Charter of Rights and Freedoms](#) and the [Ontario Human Rights Code](#).

KEY POINTS SUMMARY

- Outlines fee structure and how fees apply co-sponsored events, non-profit events, and private/commercial events
- The Library has the right to refuse bookings based on previous Renter behaviour, false information, or if in contravention of local, provincial, or federal policy
- Rules of use of meeting space as the Renter is responsible for gathered group and that the space is left in an unaltered way

DEFINITIONS

Renter: indicates an individual or organization who has contracted with the Library for use of space.

Event: indicates for which the room is being used by the Renter.

Private Event: indicates an event where participation is restricted by registration or invite – including proctoring.

POLICY DETAILS

Reservations and Fees: A tiered priority and rental rate schedule reflects the Library's status as a municipally and provincially funded institution.

Different rates are set out for co-sponsored organizations, non-profit organizations, and for private and commercial groups.

Note in the schedule below that priority groups are listed from the top to bottom.

Type of Organization	Hay Room Fee(s)
Library and Municipal use	Free
Library Co-sponsored use	Free
Non-profit organizational use	Free/By Donation
Private Event/Commercial Use	\$25/half day or less: \$45/full day

Library's Right of Refusal

The Library reserves the right to refuse or cancel at its sole discretion a Renter's use of the Library Meeting space, without liability to or against the Library for the following, non-exclusive examples:

- The Renter aims to contravene current local, provincial, national legislation;

- The Renter misrepresents their aims or intentions;
- There is a likelihood of physical danger to participants, patrons, or physical space;
- The Renter's primary intent is to sell goods, services, or recruit clients;
- Sectarian or denominational worship services or ceremonies
- The Renter has failed to comply with terms and conditions of use in the past;
- The intended event negatively impacts the ability of others to enjoy Library facilities or impeded Library operations

Granting permission of use of meeting space does not imply endorsement of the Renter's event, intent, policies etc.

Meeting Space Use

The Renter is responsible for the payment of the invoice and ensuring participants understand and follow the terms of agreement.

- The Renter must be eighteen (18) years of age or older.
- The Renter must vacate the space fifteen (15) minutes before closing.
- Renter is responsible for set-up and take-down of room arrangements.
- The Library is not responsible for any of the Renter's property.
- No kitchen facilities are available. Food is permitted within Huron Perth Public Health Guidelines.
- Applicable fees will be due on the date of the event.
- Renters are responsible for payment of any damages to the facility.
- The Renter will be charged a \$25 cleaning fee if the room is not left in the original condition.
- If the event is not co-sponsored, the Library will not prepare advertising, in any form, for renters. The Library will post about the Renter's event on bulletin boards, based on availability.

- The Library's address and name is permitted on Renter's advertisement; however, the Library does not assume responsibility for the accuracy of information about the event.
- Bookings are only available during open hours.
- Sales may be permitted by permission of the CEO.

RELATED DOCUMENTS

- North Perth Library OP-03 Loan Periods and Fees for Service

SCOPE:

This policy applies to the NPPL Board, staff, patrons, and volunteers.

Approved by the Library Board: 2004

Revised: May 2010, Mar 2014, June 2018, June 2021, Mar 2023