



Orangeville Public Library

Room Rental Policy

Board motion number: 2021-007

Date of next review: February 2025

Date: February 24, 2021

Date of original motion: February 2010

Policy type: Public

Chair's signature: _____

Purpose:

This policy establishes the guidelines under which the Orangeville Public Library may make meetings rooms available for rent to the public. The policy includes the rental rates and fees, hours of operation. This policy supersedes all previous room rental policies.

Policy:

When not needed for library purposes, the Orangeville Public Library has two rooms available for use by community groups for educational, informational, or cultural meetings and programs.

Currently, rooms are not available for private functions (e.g., weddings, birthday parties, showers, etc.).

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[1 Usage](#)

- a) Priority for use of the two meeting rooms is given to Library and Town of Orangeville meetings and events;
- b) The Orangeville Public Library Board (board) reserves the right to accept or refuse a reservation, or to cancel any booking when emergencies or unforeseen library requirements arise;
- c) Room rental is available during library open hours of operation. Schedule of hours of operation is attached. (Schedule B)
- d) Use of a room does not imply endorsement by the library staff or board of the viewpoints presented or held by meeting room users.

2 Conditions (Requirements for Use)

- a) All meeting room activities must be confined to the meeting room rented, and not to any other part of the library building;
- b) Orangeville Public Library will not be responsible for personal injury or damage, nor for the theft or loss of clothing or equipment of the applicant or anyone attending on the invitation of the applicant;
- c) The renter (authorized officer) will be responsible for clearing the meeting room during a drill or fire alarm according to the approved library fire plan;
- d) The renter is responsible for ensuring that the - allowable seating capacity of the rooms is not exceeded;
- e) Alcoholic beverages and smoking are prohibited;
- f) Meetings must end on time so the room may be prepared for other meetings or for the closing of the library;
- g) Schedule A includes additional fees that may be levied if terms and conditions outlined in the rental agreement are not met.

3 Room Capacity and Rates

Room	Size	Capacity # of people		Cost Per Hour	
	Square Feet	Theatre Style	Tables & Chairs	Non-Profit	Commercial
Meeting Room *	892 **	60	40	\$15.00	\$40.00
Boardroom	285	N/A	12	\$10.00	\$25.00
Notes:					
* Room is equipped with podium, microphone, screen and projector.					
** Size does not include the stage. A raised stage of approximately 132 sq. ft is located in the room.					

- a) There are two fee categories: not-for-profit and commercial;
- b) Rental fee is charged according to the size of the room;
- c) There is no maximum fee – rate is by the hour;

- d) Payment of booking must be made prior to the renter using the room Payment is by cash, debit or cheque;
- e) Schedule A sets out the rental rates and fees. The Harmonized Sales Tax (HST) of 13% is added to the rental fee.

A not-for-profit is defined as a registered charity, service clubs or any local group meeting for a non-profit purpose. Membership for all these organizations must be open to the public.

4 Accessibility

The entrance to the Orangeville Public Library is wheelchair accessible and has automated doors (operated by paddles at Mill Street). The rooms and public washrooms are wheelchair accessible. The stage area in the Mill Street meeting room is not wheelchair accessible.

Groups using the meeting room are responsible for any requirements for persons with a hearing or visual disability to participate fully in the meeting.

5 Bookings

- a) Booking of the meeting room is done during regular business hours by the Administrative Assistant, typically Monday to Friday from 8:30 am to 4:30 pm, telephone # 519-941-0610;
- b) Application forms are available online (orangevillelibrary.ca) or for pick up at either library location;
- c) An authorized officer (the renter) for the group must be designated;
- d) Renter must be 18 years of age or older and must remain on the premises during the meeting.

6 Cancellation

Cancellation of a booking must be made 48 hours in advance in writing to the Administrative Assistant – or the renter may be charged for the full cost of the booking.

7 Room Set-Up

Groups are responsible for their own room set-up and clean up which must be done within the hours listed on the booking form.

Users are responsible for leaving the room clean and configured according to the room rental agreement. The renter will be invoiced for any charges assessed due to

clean up, damages resulting from the rental and/or reconfiguration of the room.
(Schedule A)

8 Advertising

The library allows advertising inside the library by commercial and profit-making groups when they have rented library space.

Advertisement must abide by the following:

Permission to post to be approved by the CEO or designate.

Poster maximum size is legal (8.5 x 14 inches).

Promotional material should only use the proper name of the library. No use of the library logo is permitted without consent of the library.

Library staff will dispose of posters after the meeting or event.

9 Expulsion

Expulsion from the meeting room will be enforced for individuals for disruptive behaviour, which includes but is not limited to:

- a) Subleasing the premises;
- b) Canvassing, selling, promoting or distributing unsolicited materials on library property contrary to board policy;
- c) Activities that create noise which disturb library patrons or the daily operations of library services;
- d) Contravention of the Rzone Policy: including language, damage to library materials or property, or contravention of the Ontario Human Rights Code.

Any group booking the meeting room under false pretenses will be subject to a ban from using the meeting space for a period of six months. Such notification will be in writing from the CEO.

10 Amendments to the Schedules

The CEO may amend room rental schedules as need be with a report to the Orangeville Public Library Board.



Orangeville Public Library
Room Rental Schedule A
Rental Rates and Fees

Rental rates	Commerical/For Profit	Non-Profit
Meeting room rental – per hour	\$40.00	\$15.00
Boardroom rental – per hour	\$25.00	\$10.00
Fees		
Returned cheque	\$25.00	\$25.00
Room damages/cleaning (actual repair cost if greater than \$50.00)	\$50.00 minimum	\$50.00 minimum
Room reconfiguration	\$35.00	\$35.00
Late vacating	\$50.00	\$50.00



Orangeville Public Library
Room Rental Schedule B
Hours of Operation

Mill Street Location

Day	Open	Close
Monday	10:00 AM	8:00 PM
Tuesday	10:00 AM	8:00 PM
Wednesday	10:00 AM	8:00 PM
Thursday	10:00 AM	8:00 PM
Friday	10:00 AM	6:00 PM
Saturday	10:00 AM	5:00 PM
Sunday	12:00 noon	5:00 PM

The CEO may amend room rental policy schedules as need be with a report to the Orangeville Public Library Board.

Please check website for the most-up-to-date hours.