



## Room Rental Policy

Board motion number:

Date of next review: April 2029

Date: April 23, 2025

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Policy type: Public

Chair's signature: \_\_\_\_\_

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Meeting rooms at the Orangeville Public Library are designed to reflect our strategic directions—**Connect, Discover, Soar**—by integrating our resources with community-driven educational, cultural, civic, and recreational activities.

- **Connect:** These rooms facilitate opportunities for building community through partnerships, advocating inclusivity, and providing equitable access for all. Through these shared spaces, we support diverse collaborations and strengthen a sense of belonging within Orangeville.
- **Discover:** Our meeting rooms serve as gateways for fostering curiosity and uncovering new knowledge. They provide organizations, groups, and individuals with access to facilities that promote lifelong learning, embracing technology, programs, and dynamic environments.
- **Soar:** We inspire our team to embody our values and create exceptional customer experiences, empowering everyone to reach new heights and enabling community members to soar.

Under the Public Libraries Act, the Board has the authority to generate revenue for the use of spaces within library facilities not actively engaged in public library purposes. As per R.S.O. 1990, c. P.44, s. 23 (3), fees may be imposed for such uses. Therefore, when not occupied by the library, the two lower-level rooms are available for rent during operational hours. The CEO retains the discretion to waive fees in accordance with memorandums of understanding or reciprocal agreements.

The Orangeville Public Library offers these spaces as platforms for the expression of diverse ideas and opinions. However, using these meeting rooms does not imply endorsement by the Library Board or staff of any group's activities, policies, or beliefs.

### 1. The Orangeville Public Library Board:

- 1.1 Prohibits facility use in contravention of the Criminal Code of Canada and ensures compliance with all federal, provincial, and municipal legislation.
- 1.2 Reserves the right to accept, refuse, or cancel any booking at its discretion.
- 1.3 Reviews and publishes rental fees (included on Schedule A OPL Rates and fees).

**2. Authorization:**

2.1 The Chief Executive Officer (CEO), or delegate, authorizes room use.

**3. Scheduling:**

3.1 Library staff manage the meeting room schedule and will notify users of any change in availability due to emergencies.

**4. Booking Guidelines:**

4.1 Library programs, services, meetings, and events have priority; other bookings are first-come, first-served.

4.2 A completed 'Room Rental Agreement' form and fee payment are required to book a space.

4.3 Meeting room bookings must not disrupt library functions.

4.4 Cancellations are required at least 48 hours in advance of the booking in order to receive a refund or rebook a space.

4.5 CEO approval is required to conduct for-profit or business activities (e.g. selling of goods or services)

4.6 Bookings can be made up to 90 days in advance; sequential bookings may be limited.

**5. Usage Guidelines:**

5.1 Use is confined to regular library hours unless otherwise approved at time of booking.

5.2 Events may be attended by library staff for policy compliance checks.

5.3 Renters are liable for damages to walls, equipment and furniture; clean-up is the responsibility of the renter.

5.4 Renters are responsible for set up, take down and clean-up.

5.5 Refreshments and food are allowed; however, renters are responsible for any damage caused as a result.

5.6 Use of materials or decorations on the walls requires prior approval

5.7 Occupancy limits will be enforced.

5.8 Renters are responsible for ensuring the space has sufficient technology for their needs. Library staff will provide assistance for the usage of library equipment, no additional IT resources will be provided.

5.9 Renters agree to indemnify the library from any loss or liability during use.

**6. Right to Deny or Cancel:**

6.1 Use will be denied for activities contrary to the law or library policies, including violating the Ontario Human Rights Code.

6.2 Use will be refused for misrepresentation, safety hazards, or past misuse/non-payment.

6.3 The library reserves the right to re-schedule or cancel for library-sponsored events, with notice and alternative suggestions provided.

**7. General**

7.1 No on-site admission fee or required donation may be charged for any meeting or event held in Library meeting rooms, although pre-registered fee-based programs are allowed.

7.2 However, at the discretion of the CEO, the following will be permissible at Library-initiated programs:

- i) Fundraising to benefit the library
- ii) The sale of books, DVDs, and other items by authors or artists as part of a library or co-sponsored program

7.3 Library meeting space may be used by political organizations or individuals, provided the meetings are for the discussion of issues, political business meetings or multi-candidate forums.

7.4 The following activities are not permitted: gambling, including lotteries.

**8. Advertising**

8.1 The library allows advertising inside the library (community events board) by individuals or groups who have rented library space. Advertising must abide by the following:

- i) permission to post to be approved by the CEO or designate
- ii) maximum poster size 8.5 x 11 inches

8.2 Publicity content should in no way imply that Orangeville Public Library advocates or sponsors the event. The library's logo is not to be used without express written consent of the library. All material should include the following sentence: "Please note this is not an Orangeville Public Library Program/Event."

**9. Cultural Ceremonies**

9.1 Indigenous ceremonial practices – including but not limited to smudging, are welcome during meeting room rentals when prearranged.

9.2 The library acts in accordance with the exemptions in the Smoke Free Ontario Act, 2017 (s. 19) for Indigenous persons (or non-Indigenous persons accompanied by an Indigenous person) smoking or holding lighted tobacco for the purpose of carrying out traditional Indigenous cultural or spiritual purposes.

**10. Private Venue Space**

10.1 Private celebratory events (limitations in place) must be booked in coordination with Library events staff and are subject to special agreement and contractual obligations.

10.2 To rent space, a deposit is required to reserve the date and balance is due at least 21 days prior to the event date.

10.3 Private Venue Space is only available outside of library open hours, subject to availability (space and staff).