

CORNWALL PUBLIC LIBRARY POLICY AND PROCEDURES

Policy Title: Room Rental Policy

Policy Category: Administrative

Effective date: May 26, 2009 rev. March 29, 2011, rev. September 27, 2011

Cornwall Public Library provides program rooms to the public to support its mission and to fulfill its informational, educational and recreational roles. The Library does not discriminate in making its premises available for use on the basis of viewpoints expressed by users, or on the basis of race, national origin, religion, sex, sexual orientation, political affiliations or physical limitations of its users. All organizations intending to use the room must follow the provisions of The Criminal Code of Canada, The Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act 2005. Use of the meeting rooms does not constitute sponsorship or endorsement of the users or the users' beliefs by Cornwall Public Library or the Library's Board of Directors. Advertisements or announcements implying or stating such endorsement are prohibited.

Program rooms are available on a first-come, first-served basis. Library meetings and programs have first priority followed by Library co-sponsored meetings and programs. Due to demand, the Library may not be able to accommodate groups wanting to schedule multiple meetings. Reservations may be made up to 3 months in advance. The Library reserves the right to limit the number of reservations by any organization.

No admission fees are charged for library sponsored or library co-sponsored programs. Membership, materials or activities fees may be collected. Meetings of commercial organizations must be informational, educational, or recreational in purpose in keeping with the library's mandate.

This policy is not all-inclusive. Approval of individual meeting situations not described here will be determined by the Chief Librarian, who is authorized to establish reasonable regulations governing use of the meeting rooms and related fees. The library reserves the right to waive portions of this policy to accommodate library meetings and programs. Questions not covered in this policy should be addressed to the Library's Administration Office.

Exclusions

Programs which are not suitable for the Library's physical facilities i.e. private social functions, or programs which would disturb Library patrons, impede Library staff, endanger the Library building or collection or otherwise interfere with the proper functions of the Library by causing excessive noise, safety hazards, security risks, etc. are excluded from this policy.

PROCEDURES

The program rooms may be booked for meetings or events by contacting the Library's Administration office at 613-932-4796. A Room Rental Agreement Form must be filled out and the room booking fee must be pre-paid no later than 5 business days before the event. Payment is accepted at the Library's Administration Office during the hours of 9:00am - 4:30 pm Monday to Friday.

The official name of the organization must appear on the Room Rental Agreement form. A representative of the organization must sign the Agreement form indicating that the Cornwall Public Library is not responsible for claims arising from the use of the facility, including lost or stolen articles.

A primary contact must be named on the Agreement form who must be present during the whole of the meeting. The clearance of the room under conditions of fire or other emergencies is the responsibility of the primary contact.

A room setup plan must be submitted with the application. The library cannot take responsibility for providing services and equipment, including computer hookups, that have not been specified at the time of booking.

Room Rental Rates

Payment for each program room must accompany the application form and be received five (5) business days prior to the requested date. The fee will be returned if the application is denied. An NSF charge will be applied to returned cheques.

The fee, or base rate, covers up to two hours of program room use including room set up. Beyond two hours, there is an additional hourly rate for any hour or portion of an hour, up to the Library's closing time. For room rental rates and Program Room Options see addendum 1.

Damages and Liability

Any individual, group, or organization using the program rooms shall be held responsible for willful or accidental damage to the Library building, grounds, collections or equipment caused by the group or organization, its members or those attending its program. Individuals or groups will be charged for any damage to the room, furniture, or equipment.

Reservation Changes

No changes in room arrangement or equipment requested may be made at the time of the program. Changes must be requested at least 48 hours in advance of the program time. No group may assign its reservation to another group.

Cancellation

At least 24 hours notice must be given to the Library's Administration Office to cancel a reservation. Cancelling less than 24 hours prior to the scheduled program time will result in forfeiture of the program room fee.

The Library reserves the right to cancel any reservation due to unforeseen circumstances or to relocate any scheduled program if circumstances warrant. In the event of a Library building or weather-related emergency, the Library reserves the right to cancel the program.

Hours of Operation

Programs and meetings must be scheduled within the Library's hours of operation to the public, and must finish 15 minutes before Library closing.

Group representatives are not permitted to enter the building before or after the Library's regular open hours. Access to the program room is part of the room booking fee and is available no more than one-half ($\frac{1}{2}$) hour prior to the scheduled program. Advance access must be scheduled with the Administration Office.

Leaving the Program Rooms

Monday to Friday until 4:30 p.m. The Library's Administration department must be notified when the activity has finished.

After 4:30 p.m. and on weekdays and during weekends. Staff at the Youth and Children's Services desk must be notified when the activity has finished.

Exemptions

Fees for the program rooms are waived for library sponsored and library co-sponsored events, meetings and programs and for organizations that promote reading, writing, and literacy or provide literacy training.

Exempt organizations may book the program rooms for a series of uses. However, the organization must be made aware that if a revenue producing booking is requested, they may be moved to a different venue in the library with reasonable notice.

Appeal and Review

The Board of Directors of the Cornwall Public Library will review the program room policy and regulations periodically, and reserves the right to amend them at any time. The Board authorizes the Chief Librarian to waive regulations under appropriate circumstances.

Any appeals for changes in, or exceptions to, any portion of the program room policy will be considered. An individual or organization wishing to file an appeal shall submit it to the Chief Librarian in writing. The Chief Librarian will respond in writing. If the individual or organization feels that the response is unsatisfactory, he/she may submit a written request for consideration by the Board of Directors. The Board of Directors will review the request and notify the organization or individual of their decision in writing. The Board's decision is final.

REGULATIONS FOR USE OF LIBRARY PROGRAM ROOMS

1. Smoking is prohibited in all areas of the library and within 30 meters of the doorways as per municipal bylaw.
2. Serving or consuming alcoholic beverages is not allowed.
3. Light refreshments and cold lunches are permitted. No cooking facilities are available.
4. Washroom facilities are available on each floor. If washroom doors are locked inquire at the nearest service desk.
5. The program room and kitchen area must be left in a clean and orderly condition or else a penalty will be applied.
6. The Library will not accept deliveries nor receive calls or take messages for individuals or organizations that have booked a room at the library. A public telephone is available.
7. The Library does not provide storage or assistance in carrying supplies and materials to the program rooms.
8. It is not permissible to rearrange Library furniture or to borrow furnishings from other parts of the Library.
9. A contact person and telephone number other than the Library must appear on all promotional materials. Organizations may not use the name, telephone number, or address of the Library, even on a temporary basis, except for notification of location of a specific program. Promotion of non-library events must not imply Library sponsorship or endorsement. The library does not provide advertising or promotion space for non-library programs.
10. Minors under the age of 18 may use the program room only under direct and constant supervision of adults, who will assume full responsibility for activities and conditions.
11. Soliciting library patrons outside of the designated program room is prohibited.
12. Candles, incense, open flame and other hazardous materials are prohibited. Hazardous materials include, but are not limited to, paints, solvents and explosives.
13. Program room attendees may not leave children under 10 unattended in the Library, in accordance with Library policy.
14. Any group which does not leave the Library promptly at closing will be charged \$50 per hour, or any portion of an hour, past closing time of the Library.
15. In accordance with the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code, any member of the public who wishes to attend a public program in one of the Library's program rooms must be allowed to do so.
16. Groups must comply with the Accessibility for Ontarians with Disabilities Act 2005 and are responsible for accommodating service persons or animals as required under the Act and must provide qualified interpreters and/or auxiliary aids, upon request, for programs.
17. Library personnel must have free access to program rooms at all times. The Library retains the right to monitor all programs conducted on Library premises to ensure compliance with Library rules and regulations

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**APPENDIX 1
PROGRAM ROOM OPTIONS AND CAPACITY**

The following rooms are available for public use. Attendance is limited according to the program room size and seating arrangement. Occupancy may not exceed the maximum number of people certified by the Cornwall Fire Services.

1. Program Rooms 1 & 2 combined can accommodate **a maximum of 90 people**, theatre style seating (less with tables and chairs). Audiovisual and kitchen facilities are available in Program Rooms 1 & 2 combined.
2. Program Rooms 1 & 2 individually can accommodate **a maximum of 40 people**, theatre style seating (less with tables and chairs). Program Room 1 individually can be rented with kitchen facilities.
3. The Boardroom can accommodate a maximum of 14 people and may be rented with or without kitchen facilities. It has a wall-mounted white board.

RENTAL FEES

Base rate (2 hours)	Non-profit	Business	Additional rate per hour
Boardroom	\$ 15	\$ 30	\$ 10
Program Rm 1	\$ 20	\$ 40	\$ 15
Program Rm 2	\$ 20	\$ 40	\$ 15
Program Rm 1&2	\$ 40	\$ 80	\$ 25

Additional usage fees

Pot of Coffee (per 12 cups)	\$10	
Kitchen	\$10	Kitchen facilities may include access to a small refrigerator, a 12 cup coffee maker, a 30 or 100 cup percolator and a kettle.
Audiovisual Equipment	\$10	Audiovisual equipment may include a DVD/ VCR player, a CD/Audiocassette player, a laptop, LCD projector, wall screen and microphone. No equipment will be loaned outside the Library.

Free Internet access is provided in program rooms. A network interface card or wireless access card is required on your own computer.

Library Staff will provide instruction for the use of equipment, but will not be present to operate it for program. Arrangement for instruction must be made at the time of the room booking and prior to the program.

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