



## Aurora Public Library

### MEETING ROOM RENTAL POLICY

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#### **1. PURPOSE**

The Library provides meeting rooms for the general public, community groups and organizations.

#### **2. STATEMENT**

Aurora Public Library maintains and welcomes public use of its meeting rooms. For the purpose of this policy, “meeting rooms” refer only to the Magna and Lebovic rooms.

#### **3. PREAMBLE**

The Aurora Public Library Board reserves the right to prioritize the use of meeting rooms for Library-sponsored and co-sponsored programs and events. The general public, community groups and other organizations may use the rooms for a fee, subject to availability.

To ensure the widest availability of rooms for community use, the Library will only permit bookings three months in advance and generally will not accept more than six bookings in a six month period. The Library may consider exceptions depending on the circumstance.

Use of a meeting room by any group or individual does not constitute an endorsement by the Library Board, of the group or individuals policies and beliefs. The Library will not knowingly permit any individual or group to use the facility in contravention of the *Criminal Code of Canada*. Groups using the facility may not limit attendance as defined by the *Constitution Act, Canadian Charter of Rights and Freedom, 1982*. All applicable Federal, Provincial and Municipal legislation and regulations, including the *Human Rights Code of Ontario and the Copyright Act of Canada* must be observed at all times.

The Library has the right to attend any program and/or meeting held in its facilities. If at any time, an individual or group is found to be in violation of APL policies, the booking will be cancelled with no liability on the part of the Library Board or staff. Any violation of this policy may render further applications or bookings for meeting rooms invalid.

The Library Board reserves the right to accept, limit, refuse or cancel any booking at its discretion. In the case of a cancellation by the Library, any fees paid will be refunded.

The Library Board will establish and review room rental fees at regular intervals.

#### **4. TERMS AND CONDITONS OF USE**

##### **General**

1. The Aurora Public Library Board will not be responsible for damages, loss or theft of equipment or clothing of any applicant or anyone attending on the invitation of the applicant.
2. The applicant shall indemnify and save harmless Aurora Public Library Board and/or its agents from and against any and all claims, actions, causes of action, and demands which may be brought against or made upon Aurora Public Library and/or its agents and from all losses, costs, charges and/or expenses including claims for loss of profit or economic loss, and legal costs as the result of bodily injury or death to any persons or for property damage arising out of the applicant's use of the facility or the use by any person of said facilities under the sponsorship and/or invitation of the applicant before, after or during use of the facility pursuant to this permit.
3. Applicants for room rentals must be 18 years of age or older.
4. The applicant shall be responsible for the conduct and supervision of all participants in the event for which this permit is issued, and/or of those persons who are invitees of the event participants. For children and youth events, a minimum of one adult for every 10 children or youth participants under the age of 18 is required. The applicant shall ensure that all regulations contained in this permit are strictly observed. Any vandalism, littering or abusive language occurring during use of the facility pursuant to this permit shall result in immediate cancellation of this permit and/or rejection of future permit applications by the applicant.
5. The applicant shall pay for all damages arising from the use of the facility where the applicant is deemed responsible. The Library reserves the right to impose a liability deposit.
6. Facility permits are valid for the location, date, time and use intended only as specified on the permit and may not be changed or altered in any manner. All additions or changes must be approved in writing by both the applicant and the Library. The name of the person listed on the permit will be the only person allowed to make changes, additions and deletions to the permit. In the event of a dispute regarding the status of a permit, the Library's copy of the permit shall govern.
7. Authorization from the Library must be secured prior to affixing any decorations. Once authorization has been granted, the applicant must ensure that all decorations are fireproof, affixed with masking tape and removed by the specified permit end time.
8. The applicant is responsible for the removal of all rented or privately owned property and personal effects by the end time specified on the permit unless prior arrangements have been made with the Library.

9. All organizations and individuals using the facility are responsible for keeping the facility clean. An extra cleaning charge will be assessed if the facility is left in an unsuitable condition.
10. Maximum attendance is governed by Fire Regulations, Liquor License Act Regulations, Public Health Regulations and/or any other applicable legislation. The applicant is responsible for ensuring compliance with all applicable rules and regulations.
11. This agreement is not to be assigned or transferred.
12. The Library may require the applicant to carry comprehensive general liability insurance in an amount of no less than one million dollars depending on the nature of the event for which the permit is issued. Such insurance will be carried for the rental period and will have the Town of Aurora shown as an additional insured to the policy. A Facility User Insurance Program is available through the Town of Aurora's insurance provider.
13. A signed copy of the permit by both an authorized representative of the Library and the applicant(s) must be received 30 days in advance of the event, unless the applicant has made other arrangements in writing with the Library.

### ***Hours***

14. Rooms are available outside regular Library hours subject to availability of Facility staff.

### ***Promotion and Publicity***

15. Organizations holding a publicly advertised event in a room at Aurora Public Library must clearly advertise that they are the sponsor of their event and may not imply endorsement by the Library of their program or event. A sign to indicate location of the meeting or event may be posted in designated spaces within the Library one hour prior to the start of the event.
16. In the case of a co-sponsored program/meeting, Library staff must approve all publicity.
17. For some co-sponsored events, such as author readings, the Library may provide the opportunity for the public to purchase books or CDs at the event.

### ***Equipment Setup***

18. Audio Visual equipment is available on request at time of booking.
19. The Library will provide tables and chairs as requested at time of booking.
20. Library-owned equipment must be maintained in good condition or the renter will be held responsible for the cost of repair and/or replacement.
21. The use of candles, open flames or incense is not permitted.

### ***Alcoholic Beverages/Smoking/Vaping/Lotteries/Food Preparation***

22. A Special Occasion Permit from the Alcohol and Gaming Commission of Ontario, must be submitted 14 calendar days in advance of any event that will include liquor. Said permits must be posted near the bar on the premise for which the permit is issued.
23. In the case where the end time of the permit conflicts with that of the Facility Permit, the earlier end time shall prevail.
24. Smoking, vaping and e-cigarettes is prohibited in accordance with applicable laws and regulations.
25. The holding of any form of lottery, including raffles, wheels of fortune, bingos, or social gaming events such as blackjack, is strictly forbidden, unless a lottery license has been obtained by the applicant from the Municipality or the Alcohol and Gaming Commission of Ontario. Proof of issuance of a lottery license must be submitted to the Library no later than 4 calendar days in advance of the event that will include a lottery in a permitted meeting room.
26. Food preparation, cooking or reheating is not allowed at the Library.

### ***Payment***

27. Fees are due upon signing the permit and must be received by the Library 30 days in advance of the event. Town of Aurora bookings are exempt from fees.

### ***Cancellations***

28. The Library reserves the right to cancel a permit should there be a breach of any conditions or regulations, including the failure of an applicant to submit a signed permit and rental fee and, if requested, a damage deposit, or on 24 hours' notice as required. Facility permits may be cancelled on short notice due to mechanical failures. The Aurora Public Library Board shall not be liable in any manner whatsoever for any losses, claims or damages resulting from such changes or cancellations including any claims for loss of profit or economic loss.
29. The Library must be notified in writing of any cancellations. If notice is given at least 14 days in advance, a refund will issued less 20% of the permit fee. Multiple session bookings do not qualify for an individual date cancellation refund.

### ***Security***

30. The Library reserves the right to require police supervision or security staff at any event at the expense of the applicant. The Library reserves the right to require a Security Deposit for any event. The eligibility and the amount of the refund for a Security Deposit will be considered the week following the event.

### ***Emergency***

31. In the event the applicant is unable to gain entrance to the permitted facility, or if there is a plumbing and/or electrical failure at the facility, the applicant shall call the Town of Aurora emergency contact numbers (905) 505-6281 or (905) 505-5181.

## 5. MEETING ROOM RENTAL RATES

The rental rates established below are inclusive of tax and are subject to change.

The fee category is determined based on the status of the group or individual that is applying and not on the use they are making of the room. The Library reserves the right to interpret the definitions used in this Policy.

<b>Meeting Room</b>	<b>Not-For-Profit Groups (includes HST)</b>	<b>Other Groups (includes HST)</b>
<b>Magna</b>	\$30 per hour or \$175 per day	\$40 per hour or \$220 per day
<b>Lebovic</b>	\$26 per hour or \$150 per day	\$35 per hour or \$190 per day

### Not-for-Profit Groups

An individual or organization qualifies as a not-for-profit if they are registered as a charity or incorporated as a not-for-profit in the province of Ontario.

### Other Groups

For the purposes of this policy, this includes all other groups, individuals or organizations that do not fall under the Not-For-Profit category.

## 6. RELATED POLICIES

Users of the rooms must abide by the Library's Rules of Conduct Policy.

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