

Meeting Rooms Policy

Policy Section: Property	Policy Number: Prop-03
Approved Date: 2017 10 16	Motion # 10.2.1
Supersedes: 2014 04 16	Motion # 4.4.6

PART 1 - General

1. Under the authority of the Public Libraries Act, 1990 and subject to the approval of the Bradford West Gwillimbury Public Library Board, library meeting rooms and the Zima Community Room may be rented by individuals, groups, organizations and businesses.
2. The library meeting rooms and Zima Community Room may be reserved by the community for the purpose of promoting the informational, cultural, learning and leisure needs of the community in the form of meetings, seminars and workshops. Only the Zima Community Room can be reserved for parties. Rentals of the Zima Community Room does not include use of the front lobby.
3. Businesses may rent the meeting space for single events or meetings. The library will not enter into long term rental agreements beyond six (6) months with businesses.
4. The Library does not endorse the activities of any individual, group or organization using the rooms whether by rental or by invitation.
5. The Library will not rent rooms to political parties at the municipal, provincial or federal levels for the purpose of campaigning.
6. Priority for room use shall be given to library sponsored or co-sponsored events.
7. In most circumstances, no fee will be charged for the use of meeting rooms to any of:
 - Library sponsored groups such as SOLS and OLA
 - Bradford West Gwillimbury Local History Group and Friends of the Library and the Genealogy Group and the Writers Group
 - All Town of Bradford West Gwillimbury Departments or Boards with the exception of those departments or boards generating income while using library facilities
 - The County of Simcoe

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8. The Library does not accept rental applications beyond one year in advance of the date of intended use.
9. All meetings must be conducted in a manner consistent with the Library Board's Rules of Conduct. The Library Board reserves the right to refuse an application and, at its discretion, cancel any reservation, which is contrary to the law or the Library Board's Rules of Conduct.
10. The Meeting Room Policy is subject to change without notice.
11. The Library Board sets out the Conditions of Use in Part 2 that follow.

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PART 1 – Meeting Rooms Conditions of Use

A copy of Conditions of Use is available online at www.bradford.library.on.ca

1. Application forms are available online at www.bradford.library.on.ca. Bookings will be tentative until payment is received. Payment must be made in person by cheque, debit or cash. In order to receive a refund, notification of the cancellation of an event must be given 14 days prior to the function. An administration fee of \$10 will be deducted from the refund. No refund will be given with fewer than 14 days' notice.
2. A refundable deposit, as defined by the current Town of Bradford West Gwillimbury Bylaw Fees and Charges is required to cover possible clean up expenses. This deposit is in addition to the rental fee. The deposit is not refundable if the rented room(s) is/are not left in a satisfactory condition. The person designated by the applicant will pick up the cleaning deposit refund.
3. Bookings will not be accepted within three (3) days/72 hours of the intended event except in exceptional situations.
4. All groups or individuals booking a room outside of regular library hours shall be required to cover the cost of security staff. Written permission must be given at the time of booking if the activity in the meeting room begins or ends outside of regular library hours. The after hours fee must be paid at the same time as the rental fee. The building must be vacated by 11:00 pm. Holiday rentals are not available without express written consent of the Chief Executive Officer or designate. Requests of this nature must be in writing.
5. Library or security staff must be informed when the group using the room is finished in order to ensure the room is secure.
6. The use of media equipment in all of the rooms is included in the room rental fee. However, equipment must be booked in advance and renters must book a training session in advance of the event, in the use of the equipment. Renters must supply their own laptop.

7. Only light refreshments are permitted in the Boardroom and Multipurpose Room. (See Food and Drink Policy, Prop – 06) There are no restrictions in the Zima Community Room.



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PART 1 – Meeting Rooms Conditions of Use, continued

8. Beer, wine or other alcoholic drinks shall not be dispensed or consumed on library property.
9. The organization or individual who use the library facilities and/or equipment is responsible for any damages incurred and will be required to indemnify the Library Board against the costs of any and all claims of every nature and kind as well as any costs which may arise out of, or by reason of granting the use of the facilities.
10. Renters will ensure that all artwork on display in the meeting rooms is protected from damage during set-up, disassembly and use of the rooms. Replacement costs will be levied for any damage incurred.
11. The Library Board requires that one individual act as the authorized representative of any group wishing to meet at the library. Subject to the approval of the Chief Executive Officer or designate, this individual signs the application form, acts as liaison with supervising staff, and ensures that all regulations are followed as stated in this policy. This authorized representative must be 18 years of age or older and must remain on the premises throughout the course of the event.
12. Nothing may be attached to the walls without permission of a member of the library staff. Absolutely no tape is to be used on the walls. Only *funtak* or an equivalent plastic adhesive is permitted. Balloons may not be used in any area of the library facility. Costs associated with the removal of escaped balloons will be charged to the renter. Fire code prohibits any open flames including incense or candles.
13. Other than at library sponsored events, nothing shall be sold on the premises without written permission of the Library Board or Chief Executive Officer. Events of a special community nature to raise funds must be authorized by the Chief Executive Officer.

14. All organizations or groups using the library meeting rooms must clearly specify the official name of the group in printed public notices advertising those meetings, making it clear that the Library is not a sponsor of the event.



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PART 1 – Meeting Rooms Conditions of Use, continued

15. The renter shall ensure that noise levels are kept to a minimum.
16. The library accepts no responsibility for lost or stolen articles.
17. Groups composed of persons under the age of 18 must have adult chaperones. Supervision must be provided for young children.
18. Any infraction of the foregoing rules and regulations shall result in cancellation or revocation of the agreement with the renter. The Library may refuse to rent to that group or individual in the future if such infraction occurs.



ROOM BOOKING APPLICATION

Today's Date _____

Date(s) Required: _____ (Time) From: _____ To: _____

Contact Name: _____

Organization: _____ Charitable Status #: _____

Nature of Meeting: _____

Phone: Daytime: _____ Evening: _____

Email: _____ Fax: _____

Mailing Address: _____

+ All room rentals require an additional 13% for HST	Regular Rates	Charitable Rates
<input type="checkbox"/> Zima Room	\$275+ \$35.75	\$100 + \$13.00
<input type="checkbox"/> Multi-purpose Room	\$40+ \$5.20	\$40+ \$5.20
<input type="checkbox"/> Boardroom	\$50+ \$6.50	\$50+ \$6.50

After Hours Security Fee: \$30/hr x _____ hrs = \$ _____ (no HST on this fee)

After Hours Staff: _____ Phone: _____

Room Rate: \$ _____	Date Payment Received: _____	Refundable Cleaning Deposit of \$100.00 **cheque only: <input type="checkbox"/> Received Staff Initial: _____ <input type="checkbox"/> Returned/Shredded on: _____ Staff Initial: _____
HST (13%): \$ _____	<input type="checkbox"/> cash <input type="checkbox"/> *cheque <input type="checkbox"/> Interac	
After Hours Fee: \$ _____	Staff Initial: _____	
Total: \$ _____		
Fee Waived: <input type="checkbox"/>		

* Please make cheque payable to Bradford West Gwillimbury Public Library. Bookings will be secured once payment is received. Payment must be made by cheque, debit or cash. Bookings will not be accepted within 14 days of the intended event except in exceptional situations. Refunds will be issued only if notification of the booking's cancellation is received with at least 14 days' notice prior to the event. Refunds will be processed through the town by ETF (Electronic Funds Transfer). Please allow 30 days for refunds to be processed. A cancellation fee of \$10.00 will be deducted from the refund. No refund will be given with less than 14 days' notice.

**Cleaning Deposit Cheque (dated date of booking) payable to Bradford West Gwillimbury Public Library.

I hereby acknowledge the rules and regulations as outlined in the Meeting Room Policy, and accept the required responsibilities for room rental. Failure to comply with the above will result in the organization's rental privileges being revoked.

Date: _____ Applicant's Signature: _____

Date Application Approved: _____ Staff Signature: _____

Further inquiries contact: Luisa Pinto @ 905-775-3328 ext. 6104, lpinto@bradford.library.on.ca

HST#: R106984446

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