



Room Rental Policy

Policy Type: **Operational**

Policy Number: **OP-16**

Chairperson's signature: _____

1. Purpose

As part of its service to the community, the North Perth Public Library board provides meeting space in the Hay Room and/or Program Room at the Listowel Branch to community groups, agencies and organizations.

2. Reservations

- 2.1 After the needs of the library have been met, meeting rooms are booked on a first-come, first-served basis. Recurring reservations are welcome, but cannot be guaranteed for a period of longer than 3 months.
- 2.2 Non-profit organizations will not be charged for the rental. For-profit agencies will be charged a room rental fee according to ***OP-03 Loan Periods and Fees for Service***. Exam proctoring is available: students will be charged the room rental fee.
- 2.3 Reservations must be made by an adult (18 years of age or older) representative of the group.
- 2.4 Use of the space will take place within library operating hours. Meetings should adjourn 15 minutes prior to closing. The Chief Executive Officer (CEO) may grant an extension of time beyond the usual operating hours if the request is received in advance. A group using the meeting rooms after hours will be required to pay a fee for administration and security as per ***OP-03 Loan Periods and Fees for Service***.
- 2.5 Audio-visual equipment can be booked in advance with the Co-ordinator of Public Services. Technical support for equipment brought into the Library is not guaranteed.
- 2.6 Due to the architecture of the Listowel Branch, complete privacy cannot be guaranteed. However, groups who require confidentiality due to the nature of their organization's mission may be granted a booking of both rooms to allow as much privacy as possible. Members of these parties must understand, however, that library staff may also be working in offices on the upper level during the reservation. Such requests will be considered by the CEO or the Co-ordinator of Public Services on a case-by-case basis.
- 2.7 Upon adequate notice and for adequate reason, the Library reserves the right to revoke permission to use the Library meeting rooms.

3. Advertising

Neither the name, nor the address of the North Perth Public Library may be used as the official address or headquarters of an individual or organization.

Organizations may advertise the location of the meeting. Any such advertisements shall provide the full legal name of the organization. No advertising shall state or imply that the North Perth Public Library Board in any way sponsors or approves the activities of the group. In the event that any such advertising does make such a statement or implication, the Board reserves the right to request a retraction be issued.

4. Meeting Room Use

- 4.1 Meetings must be free to those attending
- 4.2 Groups will not be permitted to post any signs or material on library property.
- 4.3 Facilities shall be left in a clean and orderly condition. Room set-up shall be the responsibility of the user group and must be left in the same arrangement as found. The user group will be charged a clean-up fee if necessary.
- 4.4 The group or individual will be financially responsible for any damage to Library property.
- 4.5 The Library is not responsible for property brought into the Library by individuals or groups. Such materials or equipment will not be stored in the Library between meetings.
- 4.6 Meetings should not disrupt the use of the Library by others. Participants will follow North Perth Public Library policies. Library staff reserve the right to stop a meeting if participants are not complying with Library policy.
- 4.7 The meeting rooms shall not be used by non-library groups for:
 - Sectarian or denominational worship services or ceremonies
 - Rallies or campaigns for specific partisan political issues or candidates
 - Commercial purposes, including soliciting business, sales, or the promotion of products or services
 - Activities likely to disturb regular library functions
 - Fundraising activities or events
 - Any unlawful purposes
- 4.8 Failure to comply with this policy will result in suspension of right of use.