

# Meeting Room Rental

## Terms of Use Policy

1. Meeting rooms at Kitchener Public Library are primarily for the provision of Library programs and events. When not needed by the Library, meeting rooms will be available for rent to a third party on a first come, first served basis.
2. Kitchener Public Library supports the right of free expression by making available its meeting rooms to individuals, groups and organizations whose programs are consistent with the intent of the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code and all other applicable laws and statutes.
3. All activities, programs or meetings conducted in the Library are subject to the general rules and regulations of the Kitchener Public Library as reflected in the Library's [Safe Use Code](#). Further, all renters agree not to contravene the Criminal Code of Canada and all other applicable laws and statutes during the course of their rental.
4. Permission to use Library meeting rooms will be denied to an organization and/or for a meeting when its purpose is illegal, conduct may interfere with the proper functioning of the Library, or the activity does not have the sponsorship or presence of a legally responsible adult aged 18 years or older.
5. Use of Library meeting rooms does not imply endorsement by Kitchener Public Library of the organization or program content.
6. Due to limitations of space and adequate facilities, Library meeting rooms may not be booked for private social or celebratory events such as, but not limited to, birthday parties, receptions, and weddings.
7. Renters are not permitted to have alcoholic beverages in any Kitchener Public Library meeting room.
8. Smoking and/or open flame is not permitted in any Kitchener Public Library meeting room.
9. Individuals or groups renting Library facilities are responsible for ensuring that the number of people in attendance does not exceed the maximum fire code limit posted in each room and as noted online.



**10.** Renters are liable for any damage to Library equipment or furnishings. The Library is not responsible for damage, theft, or loss of articles or property belonging to persons renting Library rooms and/or to program attendees.

**11.** Library staff will provide assistance for the usage of library equipment. Any additional equipment requirements are the responsibility of the renter, including connectivity of personal equipment to library equipment or technical assistance with personal equipment. If asked to provide technical assistance with renter's equipment, the Library assumes no responsibility for the safety, security, damage or loss of files, information or data stored, or damage to a renter's personal device, and does not accept any liability for handling personal equipment.

**12.** The Library reserves the right to refuse an application and also cancel any reservation due to an emergency, or if, in the opinion of the Library, such reservation is in violation of our Meeting Room Rental Policy. If the Library cancels a reservation, the renter will receive a refund of all monies paid.

**13.** To avoid cancellation of the room booking, payment is required no later than three business days prior to the date of the room reservation.

**14.** In the event of a cancellation by a renter, the full rental charge will be applicable if less than 72 hours notice has been given. Written cancellation can be emailed to **roombooking@kpl.org** or faxed to 519.743.1261 Attn: Administration.

**15.** Room rental rates are set by the Library and are subject to change.

**16.** All organizations which apply for use of the library facilities will be required to indemnify the Kitchener Public Library Board against all claims of any nature and kind and costs which may arise out of or by reason of the granting of the application; and against damage, infringement of royalty right, A.S.C.A.P. charges, public performance or speeches, together with any cost which may arise in connection therewith.

**17.** Movies shown at Kitchener Public Library must have the appropriate public performance rights for screening. Obtaining the license and all applicable fees are the responsibility of the renter. Proof of public performance rights shall be provided to Kitchener Public Library prior to the event date.

**18.** SOCAN fees will apply to groups using music during the duration of the room rental at Kitchener Public Library. Music includes recorded, voice or instrument in both popular and classical categories. A minimum rate of \$35.00 will be invoiced as part of the total cost of the room rental.

**19.** Renters that engage in selling (other than event ticket sales) or taking orders for goods or services must have the appropriate business license from the City of Kitchener. Obtaining the license and all applicable fees are the responsibility of the renter. Proof of license shall be provided to Kitchener Public Library in order to confirm the booking.

**20.** Renters agree to leave the room in a clean condition and to vacate the Library at the time specified on their rental contract. Renters are free to arrange catering or supply their group with food and non-alcoholic beverages. All food must be prepared off site and from a Public Health inspected premise. No coffee makers, food warmers, or heating appliances are allowed.

It is the renter's responsibility to remove all catering supplies and food from the room at the specified end time. Extra costs will be incurred for groups or catering which remain beyond the specified end time or delay the closing of the Library.

**21.** Access to meeting rooms is available during library open hours only. For set up purposes rooms are available a half hour prior to the rental starting time as indicated on the rental contract. If extra set up time is required, additional costs will apply.

**22.** Renters may charge admission to their events. Renters are responsible for registration, ticket sales and monitoring admission.

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