

# Meeting Room Rentals

## PURPOSE:

To define parameters for the rental of meeting rooms in Kitchener Public Library locations.

## POLICY:

1. Meeting rooms at the 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. The Theatre at Kitchener Public Library is primarily for the provision of library programs and events, or programs and events that are in partnership with the Library. When not needed by the Library, the Theatre may be rented to third parties for private, closed events such as annual general meetings or corporate training.
3. 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.
4. 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.
5. 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.
6. Use of library meeting rooms does not imply endorsement by the Kitchener Public Library of the organization or program content.
7. Library Staff must have access to facilities at all times and may attend free of charge any event, meeting or course held on Library premises for the purpose of auditing or reviewing compliance with Library policies and Terms and Conditions.



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8. 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.
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.
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 bookings, 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 48 hours notice has been given.
15. Room rental rates are set by the Library and are subject to change.
16. The library reserves the right to deny or cancel a booking when it reasonably believes:
  - a. use by an individual or group will be for a purpose that is likely to promote, or would have the effect of promoting discrimination, contempt or hatred for any group or person on the basis of race, ethnic origin, place of origin, citizenship, colour, ancestry, language, creed (religion), age, sex, gender identity, gender expression, marital status, family status, sexual orientation, disability, political affiliation, membership in a union or staff association, receipt or public assistance, level of literacy or any other similar factor;
  - b. use by any individual or group will be for a purpose or action, that is contrary to the law or any of the Library's policies or Safe Use Code, including violent, threatening, abusive, harassing, disruptive or intrusive language or conduct;
  - c. there is a misrepresentation, a likelihood of physical hazard to participants or audiences or a misuse of premises or equipment. Past misuse or non- payment of fees is sufficient grounds for denial of an application;
  - d. use by individuals, clubs, groups and organizations is intended to establish the Library as a permanent location for their activities, including establishing offices in Library meeting rooms;
  - e. use will include gaming or games of chance, including bingo and lotteries

**17.** Applicants who are denied permission to use these facilities may, upon written request, have the decision reviewed by the Library's Chief Executive Officer, whose decision is final.

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

**19.** 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.

**20.** Renters that engage in selling 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.

**21.** 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 permitted.

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

**23.** Access to meeting rooms is available during library open hours only. For set up purposes, rooms are available one 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.

**24.** 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 express written consent of the Library. All material should include the following sentence "Please note this is not a Kitchener Public Library Program/Event."