

POLICY TYPE/NUMBER:	PUBLIC		P03
POLICY TITLE:	ROOM BOOKINGS BY EXTERNAL GROUPS		
AUTHORITY/CREATED:	CEO	October 18, 2001	REVISED : February 18, 2003 & March 15, 2006, September 3, 2009

POLICY STATEMENT:

The Pickering Public Library has meeting rooms primarily for its own purposes: thereafter, it may offer meeting rooms as revenue-generating public facilities.

PRINCIPLES

1. Booking of library meeting rooms is in the following priority order: library use: community groups: other groups. Rooms may not be booked by any groups with the intent of breaking any laws, or promoting racist or obscene programs. Acceptance or refusal of a specific booking is at the discretion of the Chief Executive Officer.
2. All bookings are made through the Room Booking staff at the Central Library.
3. A booking fee is charged according to the size of the room and its facilities. There are two fee schedules; one for non-profit and one for other groups. Non-profit organizations are defined as those organizations with proof of incorporation as a non-profit or charitable entity; any organization nationally recognized as a service organization; or any local group meeting for a specific non-profit purpose. Membership for all of these organizations must be open to the public. Individuals or groups booking space for the purpose of informational seminars will be considered non-profit only if the organization which they represent fulfills the requirements for non-profit status as above.
4. Library co-sponsored programs may not be subject to a fee and may not charge a fee to clients for participation.
5. A representative of the group or organization renting rooms must sign an agreement making the group responsible for damages and indemnifying the Board against any and all claims arising out of the group's use of the facilities. Groups must make one contact person responsible for room bookings.
6. Rooms may be booked for meetings, for education (including training), cultural events and community interest activities. They may not be booked for parties, showers, banquets or other social events, or for the purpose of actively selling any product.
7. **Hours of Use**
A "booking" is defined as the use of the room for any portion of time from one (1) to four (4) hours. Library hours must be adhered to by those using library meeting rooms. Booked events must end thirty (30) minutes prior to the library's closing time.
Clients should note that all meeting room facilities and services may not be available on Sundays.

8. Promotion of Programs Held in Library Meeting Rooms

All organizations must clearly specify their official name in all promotional materials for meetings at the Library.

Distribution of promotional material in the library for events held in the Library is not permitted, except for library co-sponsored events.

Organizations renting space from the Pickering Public Library must add the following disclaimer to all promotional materials that advertise programs held in the library.

"The Pickering Public Library does not necessarily endorse this program and the library accepts no responsibility for any information or advice shared at this program."

Organizations renting space from the Pickering Public Library are allowed to place a small sign in the library foyer, on the day of the event, directing their members to the appropriate room. Organizations should take the initiative to ensure that their members are directed to the appropriate room by informing library staff of their activity.

9. Equipment & Room Set-up

The following are available on request: tables, chairs, whiteboard, overhead projector, microphones and flipcharts.

Room set-up and clean-up is the responsibility of the group renting space. Photocopying is not included in the room booking. Clients are responsible for their own photocopying.

10. Rules

Pickering Public Library accepts no responsibility for lost or stolen articles.

The serving of hot food is not permitted.

Smoking is prohibited on Library premises.

The consumption of alcohol is prohibited on Library premises.

Organizations are responsible for complying with all laws and by-laws as well as the Library's Rules of Conduct.

Any one who uses Library lab workstations for unlawful purposes or installs, modifies, or deletes software will have Library privileges revoked and may be prosecuted.

Strong fragrances of any sort (perfume, hair spray etc.) should be avoided because of possible allergies in staff and co-workers.

It is the responsibility of the renting group to ensure your audience leaves in case of a fire alarm or other emergency.

For further information, please contact the Room Booking Staff at the Pickering Central Library: (905) 831-6265 ext. 6237



Pickering Public Library Meeting Room Rates

Effective September 1st, 2009

	Auditorium	Boardroom
Hours	Monday- Friday 9:00 – 8:30 pm Saturday 9:00 – 4:30pm Sunday 1 - 4:30pm	Monday- Friday 9:00 – 8:30 pm Saturday 9:00 – 4:30pm Sunday 1 - 4:30pm
Capacity	100 people	12 people
Facilities	Chairs, tables, sink, small stage, lectern, easels, flip charts, screen, piano	Sink, easel, flip charts, white board, screen
Fee	\$120 per 4 hours	\$60 per 4 hours
Non profit	\$60 per 4 hours	\$45 per 4 hours
	Piano, TV, VCR, overhead and microphone available for an additional charge of \$10	

- Payment must be received at least three business days prior to the rental period. GST is included in all rates.
- There will be no refunds for cancellations made less than 24 hours before the booking. Cancellations must be made during business hours Monday to Friday.
- Note: There will be a \$35.00 charge for N.S.F. cheques.
- **Must provide proof of charitable status in order to receive non-profit rates.**

Room set-up is the responsibility of the renter

For more information please call 905-831-6265 x 6237