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<b>Point of Contact</b> Kathy Williams, Director of Public Services		

## Room Booking by External Groups

### Policy Statement

The Library has meeting rooms for the purposes of library operations and to further the Board's Ends. The Library recognizes that the meeting rooms are a community resource and will try to make this resource available to the community as much as possible.

### Policy Principles

1. The Pickering Public Library has meeting rooms primarily for its own purposes: thereafter, it may offer meeting rooms for community group use and for revenue generation. The Library has a process for group prioritization in place.
2. Rooms may not be booked by any groups with the intent of breaking any laws, or promoting discrimination.
3. Acceptance or refusal of a specific booking is at the discretion of the Chief Executive Officer.
4. The Board reserves the right to cancel bookings or rentals.
5. Rooms are NOT available for:
  - press conferences without the expressed permission of the CEO
  - retail / sales transactions
  - private social functions
  - functions requiring an admission or registration fee, unless granted permission by the CEO
6. A booking fee is charged according to the size of the room and its facilities. There are two fee schedules; one for non-profit groups and a second for other groups. Non-profit groups are defined as those 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.

7. A representative of the group or organization booking a room must sign a Room Booking Agreement making the group responsible for damages and indemnifying the Library against any and all claims arising out of the group's use of the Library facilities. In addition, if the group or organization reserves a room under the provisions of a Library partnership, a Partnership Agreement must be signed prior to the room use.
8. The group or organization must make one contact person responsible for a room booking. This person, who shall sign the agreement(s) listed above, must remain on-site at all times, during the group or organization's use of reserved Library space.
9. Ongoing bookings are reviewed on a regular basis to ensure fair distribution of resources and that the use continues to meet the Library's strategic directions and priorities.

#### 10. **Food and Beverages**

The serving of alcohol is prohibited. Any request for exemption must be approved by the CEO and a special occasion permit (liquor license) will be required. The Library will not be responsible for the procurement and cost of the special occasion permit. Policies regarding the serving of food and beverage vary by location depending on the availability of kitchen facilities and cleaning arrangements. Requests to serve food and beverages should be placed at time of booking. All food/beverage arrangements, set-up and clean-up are the responsibility of the organization booking the room.

#### 11. **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. Meeting rooms are only available for use during open Library hours. Booked events may start thirty (30) minutes after the Library's opening time and must end thirty (30) minute prior to the Library's closing time.

Depending upon the availability of staff resources, special arrangements may be made to book rooms outside of regular hours.

#### 12. **Waiving fees**

The CEO has the option of waiving room booking fees under certain circumstances where the event meets the Library's current strategic directions. To apply for a waiver of fees please contact Kathy Williams, Director of Public Services 905-831-6265 ext. 6251 or [kathyw@picnet.org](mailto:kathyw@picnet.org).

#### 13. **Payment and Cancellations**

Payment must be received at least three business days prior to the booking date otherwise the booking may be cancelled. There will be no refund for cancellations made less than 24 hours in advance of the booking.

#### 14. **Noise**

Unnecessary noise which disturbs the peace, quiet or comfort of any persons in proximity of the booked space shall not be permitted.

#### 15. **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.

Organizations booking 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.”***

## **16. Equipment & Room Set-up**

The following equipment is available on request: tables, chairs, whiteboard, digital projector and screen, microphones and flipcharts.

Room set-up and clean-up is the responsibility of the group booking the space.

Because of limited staff resources there is no guarantee that Library staff will be available to provide audiovisual assistance on the day of the booking. Training to use audiovisual equipment must be arranged at least one week in advance.

## **17. Other Information**

- Pickering Public Library accepts no responsibility for lost or stolen articles.
- Groups or organizations are responsible for complying with all laws and by-laws as well as the Library’s Rules of Conduct and other Policies. Please note the official occupant loads for the available spaces:
  - Auditorium maximum:
    - Non-Fixed Seats = 120 People
    - Non-Fixed Seats and Tables = 95 People
    - Standing Only = 150 People
  - Boardroom maximum:
    - Non Fixed Seats and Tables = 30 People
- Please check the Library website ([www.picnet.org](http://www.picnet.org)) for updates on service disruptions at the Library on the day of your event which may affect or disrupt your program or meeting.

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

## Related Documents

- Room Booking Agreement
- Partnership Agreement

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

*Alternate formats available upon request. Please talk to Library staff.*