

Georgina Public Library Board Policy Manual

Policy Title: Room Rentals Policy

Intent

The Library as public space provides multi-purpose rooms to local community groups, organizations and individuals for community information programs, courses of an educational, cultural or informational nature, or the conducting of meetings. Arrangements to rent a room are made through the Town of Georgina Leisure Services Department. In some instances, at the discretion of the Branch Librarian, where a program also meets the informational/cultural mission of the Library, the program may be co-sponsored and fees will be waived. All terms of the rental contract must be completed and adhered to. Liability insurance, as detailed on the rental contract is the responsibility of the renter.

Regulations

- In the case of a co-sponsored program/meeting, all publicity must be approved by the Branch Librarian
- Posted room capacity as set by the Fire Department must be adhered to.
- Smoking is prohibited in all Town facilities
- Alcohol may not be served unless properly licensed by the LCBO with a special occasion permit, and properly served by trained Smart Serve bartenders.
- Groups who rent the rooms are expected to be ready to leave the premises by closing time. Rooms are to be returned to their original set up with chairs stacked and tables stored.
- Library premises may not be used for the sale of goods or for the soliciting of the sale of goods.
- Sales of books by authors or publishers, or sales of other printed, recorded, filmed or taped materials are permitted as a public service only at library sponsored programs, book launchings, or festivals.
- Supervisory staff may attend, free of charge, any sponsored or co-sponsored program, meeting or course held on library premises, for the purpose of auditing or reviewing procedures. If at any time, a group is found to be in violation of policies and procedures, the meeting will be cancelled with no liability to the library board for remuneration of rental fees or other claims. Such violations may render the organization's applications or bookings for further use of meeting rooms invalid.
- Organizations using library meeting rooms will be held responsible for any damages caused to library property or equipment, and will be charged for repair or replacement.
- Unless given express permission and staff arrangements made, all room bookings are restricted to hours when the library is open to the public
- The library is frequently asked to provide rooms free of charge or at a discounted rate for non-profit organizations. Considering the number of groups this would apply to, and the potential revenue loss, such requests cannot be accommodated.
- Notice of cancellation is required according to the terms of the contract

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- Upon approval of the Board, long-term contracts for facility rental may be signed by the Director of Library Services at an agreed upon rate.
- Priority is given to library programs in the use of available rooms.
- Branch staff monitor bookings on the Class System or copies of signed contracts are faxed/emailed by Leisure Services staff to the appropriate Branch location for confirmation and filing.

POLICY HISTORY:	
Initial Draft	November 22, 2006
Board Presentation:	December 17, 2009
Board Review & amended:	May 20, 2010

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