



## Collingwood Public Library

Policy Type: **Operational**

Policy Number: **OP – 08**

Policy Title: **Room Bookings**

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Meeting rooms bring together the resources of the Library and the activities of the community for educational, cultural, civic, recreational, commercial, and charitable purposes. The Library provides a forum for the expression of diverse ideas and opinions; however, use of the meeting rooms shall not be interpreted to constitute endorsement by the Collingwood Public Library Board of the policies and beliefs of groups or individuals.

For the purposes of this policy, the meeting rooms include the FreeSchools World Literacy Room, the Murray Clarkson Room, Community Room B, Community Room C, and the Library Roof.

### Section 1: Responsibilities of the Library Board

1. The Collingwood Public Library Board:
  - a) Will not knowingly permit any individual or group to use its facilities in contravention of the Criminal Code of Canada. Federal, provincial, and municipal legislation and regulations must be observed at all times.
  - b) Reserves the right to accept or refuse a reservation, or to cancel any booking at its discretion.
  - c) Will review and set rental fees.

### Section 2: Responsibilities of Library Staff

1. The Chief Executive Officer authorizes the use of room, and their approval is required at the time of booking to sell goods and services.
2. Staff maintain the room booking schedule and will make every effort to notify scheduled users of the unavailability of the meeting room in case of emergencies.
3. The Library's name and/or logo cannot be used to indicate sponsorship or promotion on any print or digital materials promoting the Renter's event.
4. The Library will not be held liable for any loss, theft, damage, or expenses that may



arise as a result of any room booking or equipment use.

### **Section 3: Renting a Room**

1. Library programs, services, meetings, and events have first priority for scheduling, after which other applications are considered on a first-come, first-served basis.
2. Any individual, group, or business may request to schedule a meeting room.
3. To secure a booking, the online "Room Request" must be reviewed and completed in order to schedule a meeting/event and payment of the rental fee made.
4. Information about the intended use of the room, including the names and affiliations of any speakers must be provided on the form.
5. Patrons may schedule room space up to six (6) months in advance.
6. In the case of the Library Roof, all use must be supervised by a Library or Town of Collingwood employee and may only be booked when staff is available.

### **Section 4: Rates and Fees**

1. Room rental rates are based on the size of room and approved by the Library Board.
2. Payments are due within three (3) business days of receipt of the approved room request and/or delivery of invoice. Bookings are only secured with payment. Until paid in full, bookings remain tentative.
3. Users must acknowledge they have read and agree to the Terms of Use policy.
4. The rental fee will be returned if the booking is cancelled by the individual, group or business, three (3) or more days prior to the event.
5. A full refund will be issued to the renter if the booking has to be cancelled due to force majeure
6. Damages to the meeting room, furnishings and equipment will be paid by the user.

### **Section 5: Responsibilities of Renters**

1. Room set-up is the responsibility of the Renter. Presentation equipment may be requested on the "Room Request" form. Based on staff availability, some audio/visual equipment assistance may be provided upon advance request. Office supplies and paper will not be provided.



2. Those responsible for the booking should end the meeting/event, return the room to its original state and be able to vacate the room at the time indicated on their booking. Those booking in the evening are expected to vacate the room by 8:00 p.m. for Library closing. A late penalty fee will be calculated and charged according to the Terms of Use.
3. Scheduled meetings may not disturb regular library functions, this includes solicitation aimed at library staff or patrons.
4. Clean-up is the responsibility of the user. Failure to do so will result in a discretionary custodial fee.
5. Use of materials or decorations on the walls requires prior approval.
6. Refreshments and food may be served in Community Rooms B & C, FreeSchools World Literacy Room, and the Library Roof.
7. The maximum occupancy of the meeting room shall be obeyed.
8. The user is responsible for acquiring a Special Occasions License and for meeting and adhering to the Liquor Control Board legal stipulations and regulations, such as providing Smart Serve certified servers.
9. Upon confirmation of booking, the primary contact will receive an email containing instructions for what to do in the case of an emergency. This includes:
  - a. Fire emergency
  - b. Map of emergency exits
  - c. Lockdown procedures



## Appendix A

### Terms of Use for Room Bookings

#### Section 1: Renting a Room

Collingwood Public Library offers five (5) meeting rooms to service the public's needs. Equipped with tables, chairs and audio/visual equipment in select rooms, the Library's meeting rooms are self-service.

The following meeting rooms are available for public bookings:

- 1) **FreeSchools World Literacy Rm:** first floor, capacity of 50 (theatre) or 25 (table/chair)
- 2) **Murray Clerkson Room:** second floor, max. 20 people
- 3) **Community Room B:** third floor, capacity of 50 (theatre) or 30 (tables/chairs)
- 4) **Community Room C:** third floor, capacity of 50 (theatre) or 30 (tables/chairs)
- 5) **Community Rooms B & C:** third floor, capacity of 120 (theatre) or 65 (tables/chairs)

The subsequent policy enables the Library to serve our patrons more effectively and fairly. The policy applies to both internal and external room booking requests.

Requests for room bookings are processed on a first-come, first-served basis. The Collingwood Public Library does not guarantee availability upon tentative booking. The Library reserves the right to assign a different room to a confirmed booking without prior consent. To re-schedule a room booking, customers must submit a new room booking request. Three (3) days' notice must be provided for re-scheduling a booking; otherwise full payment is due for the original and re-scheduled room booking. The Library does not guarantee availability to re-schedule.

Please read the following Terms of Use Policy for Room Bookings to familiarize yourself with our terms of use. Confirmation of room booking(s) will be issued upon receipt of signed agreement and payment in full.

#### Section 2: Room Rate and Payment

- Murray Clerkson: \$25 per hour plus HST
- Free Schools: \$30 per hour plus HST
- Community Rooms B or C: \$30 per hour plus HST
- Community Rooms B & C (BOTH): \$50 per hour plus HST or \$300 per day plus HST



Payments are due within three (3) business days of delivery of invoice, along with signed Terms of Use policy. Bookings are only secured with payment. Until paid in full, bookings remain tentative.

Accepted payment methods include cash, credit card (Visa or MasterCard) or cheque made payable to Collingwood Public Library. To issue a refund for a cancelled room booking, the Library must receive three (3) days' notice of the cancellation.

Please plan to leave the room at your scheduled time. Patrons will be charged a \$50.00 late penalty for the first 15 minutes a booking exceeds the scheduled time, and \$100.00 per hour (or part thereof) beyond the first 15 minutes. (For example, Group A is charged \$50.00 when they exceed their booking by 15 minutes. When Group A exceeds their booking by 1 hour they are charged \$150.00).

### **Section 3: Hours of Service**

All meeting rooms are available:

Monday to Thursday – 9:00 a.m. to 8:00 p.m.

Friday – 9:00 a.m. to 6:00 p.m.

Saturday – 10:00 a.m. to 5:00 p.m.

Sunday – 1:00 to 4:00 p.m. \**Closed Sundays in July and August*

Staff may admit the primary contact for meetings before the library opens with prior arrangement. The primary contact is responsible for admitting further meeting participants.

Hours of service includes room set-up and take down. Hours subject to change.

### **Section 4: Room Set-Up**

The Library's meeting rooms are self-service. The patron is responsible for room set up. Patrons must book the appropriate amount of time needed to set up for their event.

The Library does not supply flipchart paper or markers. A flipchart and whiteboard stand is available by request.

### **Section 5: Audio/Visual Equipment**

Audio/visual equipment requirements and assistance must be requested at time of booking.



The Library is not responsible for providing additional audio/visual equipment beyond booked room's capabilities.

Library staff will provide minimal assistance with equipment set-up. Assistance will occur during scheduled room booking. If patrons require more time, this must be scheduled at the time of booking.

Patrons are required to promptly pick up and return any additional audio/visual equipment borrowed to the Public Services Desk at the beginning and end of their sessions.

Extra charges will be incurred for misuse, damaged, or missing equipment.

### **Section 6: Food and Beverage**

Food and beverages are permitted in the FreeSchools World Literacy Community Room, Community Room B and Community Room C. Covered drinks are permitted in the Murray Clerkson Room.

FreeSchools World Literacy Community Room features a kitchen. Customers are responsible for providing food, beverages, cooking instruments, and for cleaning-up.

### **Section 7: Liquor**

The patron is responsible for securing a liquor license from the Liquor Control Board of Ontario. Patrons must ensure the rules of permit are followed and the permit is prominently posted.

*The Collingwood Public Library reserves the right to change the Terms of Use Policy for Room Bookings affecting customers and staff. The rates, fees, availability, regulations and other requirements of whatever kind are subject to change without prior notice. All rates are set by the Collingwood Public Library Board.*