

Room Rentals

Legal References: Canadian Charter of Rights and Freedoms;
Ontario Human Rights Code

Policy References: OP 002 Partnership Policy

This policy establishes the relationship between the Stratford Public Library (SPL, or the Library) and the Renter of a room at SPL.

1.0 Definitions

- 1.1 “Renter” signifies an organization or individual who has contracted with the Library for the use of space.
- 1.2 “Event” signifies the purpose for which the room is being used by the Renter.

2.0 Guiding Principles

- 2.1 Room rentals are a value added service provided to the community by SPL.
- 2.2 Stratford Public Library offers Auditorium or Program Room space for rental. Library programs and library co-sponsored programs are given first priority for use of these spaces.
- 2.3 Rental of rooms in the Library encourages community use while at the same time provides the capacity for revenue generation. The rental of facilities constitutes a revenue source that contributes to the overall maintenance and operation of the Library’s facilities and services.

3.0 Room Bookings and Fees

- 3.1 A tiered rental rate schedule reflects the Library’s status as a municipally and provincially funded institution. To encourage the use of meeting facilities, the rental rates are reasonable. Different rate levels are established for:
 - Co-sponsored organizations
 - Nonprofit organizations
 - Private or commercial groups
- 3.2 Rooms are available without charge to co-sponsored groups and programs (see also OP 002 Partnership Policy). City of Stratford and Perth County events may also use Rooms without charge.

- 3.3 Non-profit and commercial groups may use the rooms for a fee if it is not booked by the Library or co-sponsored groups.

4.0 Library's Right of Refusal

- 4.1 The Library reserves the right to refuse or cancel at its sole discretion a Renter's use of Library meeting space, without liability to or against the Library, for the following reasons:

- The Renter's aims contravene municipal, provincial, or federal legislation.
- The Renter has misrepresented its aims or intentions with the Event.
- There is likelihood of physical danger to participants or audience or misuse of the property or equipment.
- The Renter's primary intent is to sell goods or services or recruit clients.
- The Renter's primary intent is to provide bingo games, lotteries, or other games of chance.
- The Renter has failed to comply with terms and conditions of previous Use Agreements.
- The Event negatively impacts the ability of others to enjoy the services and facilities of the Library or impedes Library operations.

- 4.2 Granting permission to use meeting space does not imply endorsement by the Library of the aims, policies or activities of any Renter.

- 4.3 The Library reserves the right to make adjustments to Use Agreements and Rental Fees in exceptional circumstances, such as:

- Where there is a significant financial value to the Library.
- During seasonal low-demand periods.
- In recognition of sponsorship or donation.
- Where the Library receives recognition for an Event which will have a significant economic or cultural value to the broader Stratford community.

5.0 Use of the Room

The Library outlines the fees, terms and conditions for renting room at the Stratford Public Library. The individual who represents the person, group, company or organization is responsible for the payment of the invoice and the terms of the agreement, including liability insurance.

- 5.1 Rental fees shall be due on the day of the event.
- 5.2 Booking confirmation requires the Renter to submit proof of liability insurance to the Library, with a minimum of \$2 million in coverage, specific to the Renter and applicable to the Event. The ability to purchase insurance through the Library directly is not available.
- 5.3 Renters are responsible for the payment of any damages to the equipment, furnishings or facility. The Renter will be charged for cleaning if the room is not returned to its original condition.

- 5.4 Goods may only be sold as an adjunct to the Event (see 4.0 for restrictions).
- 5.5 The Renter may not sell alcoholic beverages. Alcoholic beverages may be served as an adjunct to the Event, subject to the approval of the Library as well appropriate licensing and insurance coverage.
- 5.6 Tables and chairs are provided in both the Auditorium and Program Room; a data projector screen and an upright piano are available for use at no charge in the Auditorium. Data projectors and/or the microphone system must be rented from the Library or supplied by the Renter.
- 5.7 The Renter is responsible for set-up and take down of furniture and equipment. Instructions for the use of the sound system and data projector are available.
- 5.8 No kitchen facilities are available. Food may be brought in as an adjunct to the Event.
- 5.9 The Library does not prepare advertising, in any form, for renters. The Library does not provide free space in Library publications for the Renter's Event. The Library will post on its bulletin boards, subject to the availability of space, information about the Event, provided by the Renter. The Library does not assume responsibility for the accuracy of information about the Event. The Library may reject the information if it is incomplete or inconsistent with Library guidelines.
- 5.10 Room rentals are only available during the Library's regular hours or operation.

6.0 Fee Schedule

Renter type	Auditorium	Program Room
Library event or co-sponsored event	Free	Free
Non Profit	\$50 / day; \$25/ half day or less	\$25/ day; \$12.50/half day or less
Private or Commercial group	\$100 / day, \$50 half day or less	\$50 / day; \$25.00 half day or less

Equipment	Fee
Data Projector	\$25 flat rate (full or half day)
Microphone & speakers	\$25 flat rate (full or half day)