

Appendix B

Room and Space Rental Policy

Policy Number:	OP-002
Policy Category:	Operations
Approved by:	OPL Board
Accountability:	Director, Customer Experience
Approval Date:	June 27, 2019
Effective date:	June 28, 2019
Next Review Date:	June 2022
Supersedes:	Room Rental Policy effective February 6, 2014

PURPOSE STATEMENT:

The Oakville Public Library has rooms that are used to conduct library business such as programs, events or meetings. When not required for library use, select rooms are available for rental to individuals, groups and organizations. The purpose of this policy is to promote the library's goal of providing equitable access to services and maintaining a welcoming, safe and supportive environment and to outline the conditions of use and the fees. Permission to use these spaces does not imply any endorsement of the aims, policies or activities of any group or individual.

SCOPE:

This policy applies to individuals, groups or organizations that rent rooms or space from Oakville Public Library. The term "client" refers to the organization, group or individual that has paid and/or entered into a contract to book one of the Oakville Public Library's select spaces.

All room rental bookings are subject to meeting the requirements laid out in this policy and the *Room and Space Rental Terms of Use*.

POLICY STATEMENT:

Definitions:

Room / Space: any Oakville Public Library meeting room / space at any location that has been booked for / by the client and is specified in the booking.

Client: the organization, group or the individual that has entered into a contract to book one of the Oakville Public Library spaces.

Use and fee structure:

When not required for library business, rooms can be rented to individuals, non-profit community groups and organizations and to commercial entities. The fee schedule outlines the regular and non-profit rates.

Conditions of use:

- The library grants to the client the non-assignable right to use the room and any supplied equipment solely for the purposes of, and on the dates and times stated in the booking. Topics of discussion and the names of speakers including their affiliation must be disclosed at the time of booking.
- In using the room and the supplied equipment, the client and all persons admitted in the room during the client's use will comply with all applicable federal, provincial and municipal laws, by-laws, policies and regulations including the library's *Customer Code of Conduct* and the *Room and Space Rental Terms of Use*.
- Library staff reserves the right to access the room at all times and may attend any event being conducted by the client in the room for the purpose of auditing or reviewing compliance with library policies.
- Preparation and distribution of all publicity or marketing materials regarding any event to be held in the room are the sole responsibility of the client. Unless approved in advance by the library in writing, the use of the library logo or any mark identified as library-related on such materials is not permitted. Any advertisement, publicity or media of any kind must not imply endorsement by the library of content of the program or event in any way.
- Sales of any goods and/or services by commercial organizations are not permitted unless approved in advance by the CEO or designate.
- No games of chance, including lotteries, are permitted as the primary use.

Denial of use:

The library reserves the right to interrupt, deny or cancel a booking as may be determined by the following:

- The client does not comply with all applicable federal, provincial and municipal laws, by-laws, policies and regulations including the library's *Customer Code of Conduct* and *Room and Space Rental Terms of Use*.
- The activities conducted pose a risk to the health and safety of the public or staff.
- There is a likelihood that the premises or the equipment will be misused.

- It is deemed that the client misrepresented anything for the purposes of the booking.
- The activity conducted in the room conflicts with library program or event offerings.
- The library becomes aware that the room is intended to be a regular location for the client's activities.
- Past misuse of the space.

If the library interrupts, denies or cancels a booking for the reasons listed above, it is under no obligation to provide a refund or to allow the client the use of the room or any other library facilities or property in the future. The client waives the right to any damages or compensation of any kind should its use of the room be so interrupted, denied or cancelled.

Appeal:

Applicants who are denied permission to use these facilities may, upon written request, have the decision reviewed by the CEO, whose decision shall be final.