

Muskoka Lakes Township Public Library
LIBRARY BOARD POLICY

Policy Type: Operational	Policy Number: OP-11
Policy Title: Room Rental	Policy Approval Date: 10/11/22
Chairperson: V. Duke	Policy Review Date: 01/25

Intent:

The Muskoka Lakes Public Library (herein after referred to as the Library) has three rooms for library use and library-related programs and meetings. Two of these rooms, the study room and activity room, are also available for rental by groups, businesses and organizations. Meeting rooms in the library bring together the resources of the library and the activities of the community for educational, cultural, civic, recreational and charitable purposes.

Regulations:

- Federal, provincial and municipal legislation and regulations will be observed at all times
- No individual or group will knowingly be permitted to use the library facilities in contravention of the Criminal Code of Canada
- There are two schedules: a rate for non-profit organizations and a rate for commercial or business organizations.

Procedures:

The CEO, or designate, will:

- a) authorize use of the room
- b) accept or refuse a reservation, or cancel any booking at her/his discretion
- c) set and review rental fees, as required

Room **bookings** will be guided by the following:

- a) rental of meeting rooms by an individual, group or business does not constitute endorsement by the Board of that individual's, group's or business' beliefs or policies
- b) library programs, services, meetings, and events have first priority, after which other applications will be considered on a first-come, first-served basis
- c) bookings will be during regular library hours unless special arrangements have been approved by the CEO
- d) room access will be available during the time booked, with the booking including time for set-up or take down, if required.
- e) payment arrangements, including timing of payment, will be agreed upon at the time of booking
- f) the rental fee will be returned if the booking is cancelled by the individual, group or business 5 or more days prior to the event
- g) in case of emergencies, staff will make every effort to notify scheduled users of the unavailability of the meeting room

Room **usage** will be guided by the following:

1. The library does not:
 - a) accept responsibility for lost or stolen articles
 - b) provide storage space
2. Library staff will supervise:
 - a) use of the room
 - b) set up, take down and clean-up
3. The following will be permitted:
 - a) use of materials or decorations on the walls, with prior approval.
 - b) non-alcoholic refreshments and food served in the meeting room
 - c) cell phone use with users requested to use language, tone and volume respectful of others
4. The following will **not** be permitted:
 - a) alcohol consumption in the meeting rooms except under special arrangements and with proof of a valid liquor licence
 - b) use of open flames, smoke or odour produced by burning aromatic substances such as candles or incense
 - c) smoking in closed rental rooms
5. The renter will be responsible to:
 - a) comply with the maximum posted occupancy of the meeting room
 - b) ensure the gathering is conducted in accordance with the Library's Policy OP-01 User Code of Conduct
 - c) leave the room in the condition that it was received and agreed upon by staff.
 - d) compensate the library for any damage to the library building and/or its furnishings and equipment.
 - e) compensate the library for any extra charges incurred if staff needs to clean the room after a rental.

Related Documents:

MLPL OP-01 User Code of Conduct

MLPL OP-16 Closure for Emergencies

MLPL OP-17 Safety, Security and Emergencies in the Library

