



Aurora Public Library MEETING ROOM RENTAL POLICY

1. PURPOSE

The Library will provide space for meetings of residents, community groups and organizations.

2. POLICY STATEMENT

Aurora Public Library (the Library) maintains and welcomes public use of its meeting rooms, in keeping with its Mission to build community by sparking connections, enriching lives and contributing vibrant spaces for discovery.

3. GUIDELINES

The Magna and Lebovic meeting rooms, located in the Aurora Public Library, are used for library related programs and meetings. After these needs are met, the meeting room facilities are available to residents, groups and organizations in accordance with this policy as established by the Library Board.

Use of Library meeting rooms is prioritized according to the following purposes:

- Provision of Library programs and services to the public;
- Partnerships with community agencies and organizations providing programming and activities complementary to the Library's interests in literacy and life-long learning;
- Meeting space for use by not-for-profit and commercial organizations.

Use of the meeting room by any group or individual does not constitute an endorsement by the Library Board of the individuals or renter's policies and beliefs. The Library will not knowingly permit any individual or groups to use its facilities in contravention of the Criminal Code of Canada.

Groups using the facilities may not limit attendance on the basis of race, colour, religion, gender identification, sexual orientation, or mental or physical disability as defined by the *Constitution Act, Canadian Charter of Rights and Freedom, 1982*. All applicable Federal, Provincial and Municipal legislation and regulations, including the *Human Rights Code of Ontario*, must be observed at all times.

The Library Board reserves the right to accept or refuse a reservation or to cancel any booking at its discretion. In the case of a cancellation by the Library, any fees paid will be refunded.

The Library Board will establish and review room rental fees at regular intervals.

The Library reserves the right to attend any program/meeting held in its facilities.

In the case of a co-sponsored program/meeting, Library staff must approve all publicity.

If at any time, an individual or group is found to be in violation of APL policies, the booking will be cancelled with no liability on the part of the Library Board or staff. Any violation of this policy may render further applications or bookings for meeting rooms invalid.

4. TERMS AND CONDITONS OF USE

1. The Aurora Public Library Board will not be responsible for damages, loss or theft of equipment or clothing of any applicant or anyone attending on the invitation of the applicant.
2. The applicant shall indemnify and save harmless Aurora Public Library Board and/or its agents from and against any and all claims, actions, causes of action, and demands which may be brought against or made upon Aurora Public Library and/or its agents and from all losses, costs, charges and/or expenses including claims for loss of profit or economic loss, and legal costs as the result of bodily injury or death to any persons or for property damage arising out of the applicant's use of the facility or the use by any person of said facilities under the sponsorship and/or invitation of the applicant before, after or during use of the facility pursuant to this permit.
3. Applicants for room rentals must be 18 years of age or older.
4. The applicant shall be responsible for the conduct and supervision of all participants in the event for which this permit is issued, and/or of those persons who are invitees of the event participants. For children and youth events, a minimum of one adult for every 10 children or youth participants under the age of 18 is required. The applicant shall ensure that all regulations contained in this permit are strictly observed. Any vandalism, littering or abusive language occurring during use of the facility pursuant to this permit shall result in immediate cancellation of this permit and/or rejection of future permit applications by the applicant.
5. The applicant shall pay for all damages arising from the use of the facility where the applicant is deemed responsible. The Library reserves the right to impose a liability deposit.
6. Facility permits are valid for the location, date, time and use intended only as specified on the permit and may not be changed or altered in any manner. All additions or changes must be approved in writing by both the applicant and the Library. The name of the person listed on the permit will be the only person allowed to make changes, additions and deletions to the permit. In the event of a dispute regarding the status of a permit, the Library's copy of the permit shall govern.

7. The applicant is responsible for the removal of all rented or privately owned property and personal effects by the end time specified on the permit unless prior arrangements have been made with the Library.
8. Authorization from the Library must be secured prior to affixing any decorations. Once authorization has been granted, the applicant must ensure that all decorations are fireproof, affixed with masking tape and removed by the specified permit end time.
9. Maximum attendance is governed by Fire Regulations, Liquor License Act Regulations, Public Health Regulations and/or any other applicable legislation. The applicant is responsible for ensuring compliance with all applicable rules and regulations.
10. This agreement is not to be assigned or transferred.
11. All organizations and individuals using the facility are responsible for keeping the facility clean. An extra cleaning charge will be assessed if the facility is left in an unsuitable condition.
12. The Library may require the applicant to carry comprehensive general liability insurance in an amount of no less than one million dollars depending on the nature of the event for which the permit is issued. Such insurance will be carried for the rental period and will have the Town of Aurora shown as an additional insured to the policy.
13. A signed copy of the permit by both an authorized representative of the Library and the applicant(s) must be received 30 days in advance of the event, unless the applicant has made other arrangements in writing with the Library.

Hours

14. Rooms are available outside regular Library hours subject to availability of Facility staff.

Equipment

15. All Library-owned equipment must be maintained in good condition or the renter will be held responsible for the cost of repair and/or replacement.
16. The use of candles or open flames or incense is not permitted within the meeting room.

Alcoholic Beverages/Smoking/Lotteries/Food Preparation

17. Proof of issuance of a Liquor Licence Board of Ontario ("L.L.B.O.") permit must be submitted for any event that will include liquor in a meeting room no later than 14 calendar days in advance of the event or rental date. Said permits must be posted near the bar on the premises for which the permit is issued.
18. In the case where the end time of the L.L.B.O. permit conflicts with that of the Facility Permit, the earlier end time shall prevail.
19. Smoking is prohibited in accordance with applicable laws and regulations.

20. The holding of any form of lottery, including raffles, wheels of fortune, bingos, or social gaming events such as blackjack, is strictly forbidden, unless a lottery license has been obtained by the applicant from the Municipality or the Alcohol and Gaming Commission of Ontario. Proof of issuance of a lottery license must be submitted to the Library for any event that will include the holding of a lottery in a permitted meeting room. Submission of a lottery license will be made no later than 14 calendar days in advance of the event or rental date.
21. Food preparation, cooking or reheating is not allowed at the Library.

Payment

22. Fees are due upon signing the permit and must be received by the Library 30 days in advance of the event (Town of Aurora bookings are exempt).

Cancellations

23. The Library reserves the right to cancel a permit should there be a breach of any conditions or regulations, including the failure of an applicant to submit a signed permit and rental fee and, if requested, a damage deposit, or on 24 hours' notice as required. Facility permits may be cancelled on short notice due to mechanical failures. The Aurora Public Library Board shall not be liable in any manner whatsoever for any losses, claims or damages resulting from such changes or cancellations including any claims for loss of profit or economic loss.
24. The Library must be notified in writing of any cancellations at least 14 days in advance. Permit holders are responsible for all costs in the permit. Refunds will not be made unless notification is given in writing. Refunds will be made less 20% of contract price if notification is given at least 14 days in advance. Multiple session bookings do not qualify for an individual date cancellation refund.

Security

25. The Library reserves the right to require police supervision or security staff at any event at the expense of the applicant. The Library reserves the right to require a Security Deposit for any event. The eligibility and the amount of the refund for a Security Deposit will be considered the week following the event.

Emergency

26. In the event that the applicant is unable to gain entrance to the permitted facility, the applicant shall call the Town of Aurora emergency contact number.
27. In the event that a plumbing or electrical failure occurs at the permitted facility, the applicant shall immediately contact the Town of Aurora emergency telephone number.

5. RENTAL RATES

The rental rates established below are inclusive of tax and are subject to change.

The fee category is determined based on the status of the group or individual that is applying and not on the use they are making of the room. The Library reserves the right to interpret the definitions used in this Policy.

<i>Meeting Room</i>	<i>Not-For-Profit Groups (includes HST)</i>	<i>Other Groups (includes HST)</i>
<i>Magna</i>	<i>\$29 per hour or \$170 per day</i>	<i>\$36 per hour or \$213 per day</i>
<i>Lebovic</i>	<i>\$25 per hour or \$145 per day</i>	<i>\$31 per hour or \$181.50 per day</i>

Not-for-Profit Groups

An individual or organization qualifies as a not-for-profit if they are registered as a charity or incorporated as a not-for-profit in the province of Ontario.

Other Groups

For the purposes of this policy, this includes all other groups, individuals or organizations that do not fall under the Not-For-Profit category.

6. RELATED POLICIES

Users of the rooms must abide by the Library's Rules of Conduct Policy.

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