

## **Township of Uxbridge Public Library Room Rental Policy**

### **Responsibilities of users:**

1. Authorizing offices and the incorporated organizations or offices of unincorporated organizations in their personal capacity using the facilities under this agreement, agree to accept responsibility for damages to furnishing, equipment and premises during the period of this agreement.
2. The insurance policy for the Township of Uxbridge has a \$5,000 deductive clause. Therefore, the applicant must assume responsibility loss or damage to their goods and Library property up to \$5000 and must provide a certificate from their insurance company.
3. The signer of the applications must be at least 18 years of age and must be in attendance during the meeting. Applications must be signed prior to the meeting and payments must be made in advance.
4. Federal, Provincial and Municipal laws, by-law and fire regulations must be observed at all times. Room Capacity: 83 seated at tables, 105 standing
5. The Library is a smoke-free building, in compliance with Municipal by-law 88-3.
6. No alcohol is to be served on Library premises.
7. Groups using the room are responsible for setting up chairs and tables and returning the room to its original condition. A fine will be charge for failure to clean up or for damage to property.
8. Groups must vacate the building by 12 PM and ensure that lights are off and their entrance is locked.
9. The Library accepts no responsibility for lost or stolen articles.
10. All organizations must clearly specify their own name in advertisements of meetings or displays held at the Library, so that these meetings or displays are not confused with Library programs.
11. The Fire Door in the Lower Meeting Room should remain closed. It must not be wedged open. If this door is used, as an exit is it the responsibility of the organization to make sure the door is shut at the end of the rental.
12. Groups using the Lower Meeting Room are responsible for making arrangements for getting and returning a key if the meeting is not held during regular Library hours. This Lower Meeting Room key gives access to the double doors on the lower floor, the Meeting Room, the lower hall, the washrooms off the lower hall and the coat racks. If these doors are left open to admit others, they must be locked at the end of the rental period. Any attempt to enter other areas of the building (the office, the stairwell, or the Children's Department) will cause the security alarm to ring. The applicant is liable for any fees charged from such "false alarms".
13. Groups using the upstairs Tower Room must do so within regular Library Hours.

November 4, 2003

## **Township of Uxbridge Public Library Meeting Room Policy**

### **General:**

1. The Township of Uxbridge Public Library makes its meeting rooms available to individuals, organizations, clubs, or institutions, for the conducting of meetings, programs or courses, which are of an educational, cultural, recreational, informational, or organizational nature
2. All meetings and programs held on Library premises are open to the general public. If special conditions for admission exist (for example admission charge, membership fee, course registration fee or tickets) these must be stated at the time of application and agreed to by the library.
3. Except by special permission the Board, Library premises are not available for:
  - Private or public religious and spiritualistic services
  - Political or election campaign rallies or nomination meetings with the exception of all-candidates meetings
  - Fundraising
  - Raffles, bingo's, lotteries, gambling
  - Social parties or dance
  - Petitions
  - Auctions
  - Sale of goods or services
  - Business promotions, sales or to conduct a private business
  - Other like events.
  - Sales of books or other printed, recorded, filmed or taped materials are permitted a public service, at cosponsored library programs, book launchings and festivals.
4. Priority of applications for the use of the meeting rooms is given in this order:
  - Library programs and meetings
  - Library co-sponsored programs
  - Township of Uxbridge groups and organizations
  - Others
5. Two rates of rental fees are charged: non-profit and commercial. A non-profit fee is given to organizations offering educational, free, open public programs. Fee charging programs by licensed non-profit educational or charitable organizations are also eligible for the non-profit rate. A commercial fee rate is given to all commercial organizations, business or agencies and self-employed individuals operating a business, for programs, courses or meetings. Payment must be made before the meeting. Applications must be signed prior to meetings.
6. Room rental fee only is waived for:
  - Public meetings of Town councilors and staff
  - Constituency meetings of MPPs or MPs
  - Home and School Associations
  - Library co-sponsored meetings
7. The Board has the right to refuse any applications or cancel any booking.
8. It is not the policy of the Board to encourage extensive block bookings. However, reasonable block bookings will be considered. What is considered reasonable is at the discretion of the Board.
9. The facilities must be used only on the dates and hours shown on the application and for the purpose stated.
10. The Library will not house the property of groups renting the Library rooms. Any materials left in the Library must be picked up within 24 hours or the board may dispose of the items at its discretion.
11. Exhibitors may use the rooms for displays and bring in additional units for this purpose. Staff members will not move these units or displays. If they must be moved to make way for other rentals or Library programs, it is the responsibility of the rental group to move them. Nothing may be affixed directly to the walls or windows. Any display of materials promoting programs held in the Meeting Rooms must be approved by the Librarian

12. During art shows or exhibits, prices may not be displayed in any form.
13. The Board has the right to determine all charges for the use of the meeting rooms.
14. These regulations are subject to review by the Library Board at any time.

November 4, 2003