

<b>Section:</b>	Facilities	<b>Procedure #:</b>	060-01-003
<b>Sub-Section:</b>		<b>Updated:</b>	October 11, 2016
<b>Title:</b>	Facilities Rental Policy		

## Facility Rental Policy

### Policy Statement

The Oshawa Public Library (OPL) welcomes the use of its meeting rooms. OPL has various size rooms at different locations that are used for library-related programs and meetings but are also available for rental by groups and organizations. All rentals will be subject to the terms defined by this policy.

### Policy Principles

- OPL has meeting rooms primarily for its own purposes: thereafter, it may offer meeting rooms for community group use. Rooms are only available during staff hours.
- Any group that wishes to book a meeting room must complete an OPL Rental Contract Form.
- Room bookings are available up to 6 months in advance.
- Tentative bookings will be held without payment for a maximum of 48 hours.
- A booking fee is charged according to the size of the room and its facilities. There are two fee schedules; one for non-profit groups and a second for other groups. Non-profit groups are defined as those with proof of incorporation as a non-profit or charitable entity; any organization nationally recognised as a service organization; or any local group meeting for a specific non-profit purpose. Individuals or groups booking space for the purpose of informational seminars will be considered non-profit only if the organization which they represent fulfills the requirements for non-profit status as above.
- A representative of the group or organization booking a room must sign an OPL Rental Contract making the group responsible for damages and indemnifying OPL against any and all claims arising out of the group's use of OPL facilities. Room bookings will not be considered confirmed until all parties are in possession of the signed OPL Rental Contract, and all fees are paid in full. A representative must remain on-site at all times during the group or organization's use of reserved OPL space.
- Ongoing bookings are reviewed on a regular basis to ensure fair distribution of resources and that the use continues to meet OPL's strategic directions and priorities.

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- All food/beverage arrangements, set-up and clean-up are the responsibility of the organization booking the room.
- Unnecessary noise which disturbs the peace, quiet or comfort of any person in proximity of the booked space shall not be permitted.
- Organizations booking space must add the following disclaimer to all promotional materials that advertise programs held at any OPL facility.  
***“This program is not sponsored by the Oshawa Public Library and does not carry any responsibility for its content”.***
- Groups or organizations are responsible for complying with all laws and by-laws.
- Meeting rooms cannot be used by external groups for:
  - Religious Services
  - Press Conferences
  - Political Events unless all parties are present and participating

## **FEES**

Payment must be received at least three business days prior to the booking date otherwise the booking may be cancelled.

<b><u>Facility &amp; Equipment Rental Rates</u></b>	<b>Pre HST</b>	<b>13% HST</b>	<b>Total</b>
<b><u>McLaughlin Branch – Auditorium</u></b>			
Non-Profit rate: (Full day or less)	\$ 132.74	\$ 17.26	<b>\$ 150.00</b>
Corporate rate:			
Half day rate (1 to 4 hours)	\$ 132.74	\$ 17.26	<b>\$ 150.00</b>
Full day rate (4 to 8 hours)	\$ 265.49	\$ 34.51	<b>\$ 300.00</b>
<b><u>Northview Branch - Nonquon Room</u></b>			
Non-Profit rate: (Full day or less)	\$ 132.74	\$ 17.26	<b>\$ 150.00</b>
Corporate rate:			
Half day rate (1 to 4 hours)	\$ 132.74	\$ 17.26	<b>\$ 150.00</b>
Full day rate (4 to 8 hours)	\$ 265.49	\$ 34.51	<b>\$ 300.00</b>
<b><u>Northview Branch - Conference Room</u></b>			
Hourly rate	\$ 17.70	\$ 2.30	<b>\$ 20.00</b>
<b><u>Legends Centre Branch - Programme Room</u></b>			
Hourly rate	\$ 17.70	\$ 2.30	<b>\$ 20.00</b>
<b><u>LCD Projector, Internet Cable and Sounds System</u></b>			
Per use rate	\$ 22.12	\$ 2.87	<b>\$ 25.00</b>

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Bookings cancelled between 2 and 7 business days before rental will be charged a 10% administration fee. Bookings not cancelled or cancelled less than 2 business days before rental date will be charged the full rental cost.