



Section of Policy Manual: Services	Policy No. : SER-10
Subject: Meeting Room and Equipment Rental	Policy Approval Date: October 11, 2018
Year of next review: October 2022	Last Review/Revision Date: Replaces Policy #36 Meeting Rooms

Section 1: Purpose

The meeting room in the Gravenhurst Public Library brings together the resources of the library and the activities of the community for educational, cultural, civic, recreational and charitable purposes. The library provides a forum for the expression of diverse ideas and opinions; however, use of the meeting room shall not be interpreted to constitute endorsement by the Gravenhurst Public Library Board of the policies and beliefs of groups or individuals.

Section 2: Responsibilities

1. The Gravenhurst Public Library Board:
 - a) Will not knowingly permit any individual or group to use its facilities in contravention of the Criminal Code of Canada. Federal, provincial and municipal legislation and regulations must be observed at all times.
 - b) Reserves the right to accept or refuse a reservation, or to cancel any booking at its discretion.
 - c) Will set and review rental fees.
2. In the event the sales of goods or services are involved, room bookings taken by library staff must receive approval from the CEO/ Chief Librarian.
3. Staff will maintain the room booking schedule and will make every effort to notify scheduled users of the unavailability of the meeting room in case of emergencies.
4. Individuals, groups or businesses using the meeting room must follow the Room Use guidelines outlined in this policy.



Section 3: Guidelines

1. Room Bookings

Room bookings will be guided by the following:

- a) Library programs and services, meetings and events, have first priority for scheduling, after which other bookings are considered on a first-come, first-served basis.
- b) Individuals, groups or businesses, may request to schedule the meeting room.
- c) Meetings which disturb regular library functions may not be scheduled.
- d) A "Request for Meeting Room" form (Appendix A) must be completed by the renter or a staff member on the renter's behalf. The form must be signed by the renter at the time of use.
- e) Payment of the rental fee will be made at time of use. See Schedule A for Room Rental Fees.
- f) Information about the intended use of the room, including the names and affiliations of any speakers must be provided on the form.
- g) Approval from the CEO/Chief Librarian is required at the time of booking to sell any goods or services.
- h) Cancellations of meeting room bookings must be made five days prior to the booking date. Individuals, groups or businesses that cancel room bookings more than three times may be refused the room booking service.

2. Room Use

Room use will be guided by the following:

- a) Set up, takedown, and cleanup will be the responsibility of the individual, group or business renting the room.
- b) Use of the room takes place during regular library hours and is not available when the library is closed. The meeting room must be vacated 15 minutes prior to the library's closure.
- c) Use of the room shall be subject to the supervision of library staff.
- d) Any damages to the room, furnishings or equipment during rental will be charged to the renter.
- e) Use of materials or decorations on the room's walls requires prior approval.
- f) Non-alcoholic refreshments and food may be served in the meeting room.
- g) The maximum occupancy of the meeting room shall be followed.



- h) All users will agree to hold the library harmless for any loss, damage, liability, costs, and /or expenses that may arise during, or to be caused in any way by such use of the library facility.
- i) Regulations regarding the use of the meeting room are subject to change to accommodate circumstances.

3. Equipment Use

Equipment is available for use in the meeting room as well as for activities outside the library. Equipment rental will be guided by the following:

- a) Library programs and services, meetings, and events have first priority for use, after which other bookings are considered on a first-come, first-served basis.
- b) An "AV Loans and Rentals" form (Appendix B) must be completed by the renter or a staff member on the renter's behalf. The form must be signed by the renter at the time of use.
- c) Payment of the rental fee will be made at the time of use. See Schedule B for AV Equipment Rental Fees.
- d) Damages to equipment or the loss of equipment will be charged to the renter.
- e) For use outside the library, the loan period for equipment is 24 hours except on weekends when loans are extended for a longer period. The overdue charge per day will equal the cost of one booking per day.
- f) Equipment must be returned directly to a library staff member.
- g) Regulations regarding the use of the library's equipment are subject to change to accommodate circumstances.



Schedule A – Meeting Room Rental Fees

Type – Individual or Group	Fee Per Hour	Over 3 Hours
Not For Profit	\$10.00	\$15.00 per hour
For Profit	\$20.00	\$30.00 per hour

Schedule B – AV Equipment Rental Fees

Type of Equipment	Fee Per Day	Fee for In-House Use
LCD Projector – Not For Profit	\$25.00	\$10.00
LCD Projector – For Profit	\$40.00	\$10.00
Portable Wireless Speaker	\$20.00	\$10.00
Laptop	Not lent outside library	\$10.00
Chromebooks	Not lent outside library	No Charge
Overhead Projector	\$6.00	No Charge
Screen	\$4.00	No Charge



Appendix A Request for Meeting Room

Contact Information

Name: _____

Address: _____

Email: _____

Phone Number: _____

Date requested for room booking: _____

Start time and length of time room required: _____

How is the meeting room going to be used? _____

Is any equipment required (rental fees may apply)? YES NO

If yes, what equipment needs to be provided? _____

Are any goods or services being sold during room use? YES NO

If yes, please provide details: _____

[] I agree to hold the library harmless for any loss, damage, liability, costs, and /or expenses that may arise during, or to be caused in any way by such use of the library facility.

Signature: _____ Date: _____

Date Received (to be completed by staff): _____

Name of staff member accepting request: _____



**Appendix B
AV Loans and Rentals**

Date Returned: _____
Signature: _____

Date Request Received: _____

Pick up Date: _____ Time: _____

Return Date: _____ Time: _____

Name: _____

Address: _____

Email: _____

Phone Number: _____

EQUIPMENT

OVERHEAD (\$6.00 / day): _____ SCREEN (\$4.00 / day) _____

LCD / POWER POINT PROJECTOR
(\$25.00 / day non-profit, \$40.00 / day for profit): _____

PORTABLE WIRELESS SPEAKER (\$20.00 / day): _____
(includes microphone and charging cord)

OTHER ITEMS: _____

LOAN PERIOD: 24 Hours

Overdue Charges for Equipment – Cost of applicable rental fee per day overdue.



LOAN CONTRACT:

[] I hereby acknowledge receipt in good order of items listed and agree to take reasonable care in the use of equipment. I agree to accept complete responsibility for any damage or loss to the equipment. I agree to take responsibility for any overdue charges if the equipment is returned late.

Signature: _____

Date: _____

PAYMENT RECEIVED: Y / N

AMOUNT: _____

STAFF MEMBER: _____

DATE: _____