

Category: Operational OP-07
Policy Name: **Multipurpose Room Rental Policy**
Date Approved: June 2016

Introduction:

The objective of this policy is to provide staff and the public with a clear description of and guidance on the procedure for renting the Lake of Bays Township Public Library multi-purpose room, located within the Baysville branch.

Procedure:

1. Any individual or group wishing to use the multi-purpose room for a private meeting or event must complete an application form (Attachment 1) and submit to the Branch Librarian for review and approval.
2. Library programs, meetings and events have first priority for use of the multi-purpose room. After which, other bookings are considered on a first come, first served basis.
3. All applicants must adhere to the 'Rules and Responsibilities for Users of the Library Multi-purpose room' document (Attachment 2) and sign to demonstrate their knowledge of those rules.

Rental Rates	For Profit	Not-For-Profit
Cost per Hour	\$25/hr + hst	\$20/hr + hst

4. All rentals shall be during regular opening hours of the library branch.
5. Liability insurance in the amount of \$2 million per occurrence is required for every rental. Depending upon the nature of your rental, it may be covered under the Township's blanket policy or you may be able to purchase coverage through the Township's provider. Once your application has been submitted, the Branch Manager will clarify this with you.

Signature of the Chairperson _____

Document Revision Record:

Revision Level	Date
Initial Approval	June 2016
Last Review/Revision	June 25, 2024
Year of Next Review	2028

Attachment 1: Application for rental of multi-purpose room in Lake of Bays Public Library.

Date Room Required:_____

Time Room Required:_____

Organization name:_____
(if applicable)

Name of Applicant:_____

Phone #:_____

Email address:_____

Number of people in group:_____

Type of Event:_____

*Please note the capacity of the room is 20 people.

Will refreshments be served? yes no

I, the undersigned, agree to the attached 'Rules and Responsibilities for Users of the Library Multi-Purpose Room' and agree to pay for extra cleaning or damages that occur while I am responsible for the room.

Signature of Applicant_____ Date_____

Library Use Only:

Approved By:_____

Date:_____

Attachment 2: Rules and Responsibilities for Users of the Library Multi-Purpose Room

1. No smoking or vaping in the multi-purpose room or the library in accordance with the Township By-Laws.
2. Activities must be confined to the multi-purpose room.
3. The applicant is responsible for cleaning the room to leave it in the condition it was found.
4. Granting permission to use the multi-purpose room does not constitute an endorsement by the Library of users or their beliefs.
5. All arrangements for chairs, tables and any other equipment must be organized in advance.
6. The applicant is responsible for supervising attendees.
7. The applicant is liable for damages to facility and/or equipment.
8. The Library staff and Board, or the Township of Lake of Bays are not liable for personal injury or damage, loss or theft of personal items.
9. The Library has the right to cancel a booking upon breach of conditions.