



Section:	Board Policies	Policy No.:	OP-03
Sub-Section:	Operational	Effective Date:	November 15, 2018
Version:	2	Review Date:	October 2022
Policy Name:	Facility Rental Policy		

Facility Rental Policy

1. Purpose

The meeting rooms and auditorium of the Oshawa Public Libraries (the “Library”) are available for a fee when not in use for Library purposes. The primary purpose of these rooms is to provide space for cultural, educational and community activities. The policy and terms and conditions set out below are provided to ensure consistent and fair use of the space.

2. Guidelines

- 2.1 Use of meeting rooms for Library programs, co-sponsored programs and other Library purposes will take priority over other uses.
 - 2.2 Meeting rooms cannot be used by external groups for the following purposes:
 - personal activities or social functions that are not open to the public
 - the solicitation of business for profit, including direct sales of products and services, or for fundraising
 - church services, Sunday school classes, or formal religious meetings
 - programs or events that are similar in nature to Library programs.
 - 2.3 Groups or organizations who book a meeting room are responsible for complying with the law, municipal by-laws and Library policies and procedures.
 - 2.4 The Library reserves the right to deny requests, limit the frequency of use and/or cancel bookings.
 - 2.5 Exceptions to the Facility Rental Policy shall be made at the discretion of the Library CEO, or designate.
 - 2.6 Failure to comply with Library directives as outlined in the Facility Rental Policy may result in the canceling or limitation of your booking and any future use.
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3. Terms and Conditions of Use

- 3.1 Room bookings may be available up to 60 days in advance. A rental agreement will not be accepted more than 60 days in advance of the requested date.
- 3.2 The applicant shall indemnify and save harmless Oshawa 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 Oshawa Public Libraries 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 to 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.
- 3.3 The Oshawa Public Libraries will not assume responsibility for lost or stolen articles belonging to any group or individual using the meeting rooms or attending a program or meeting.
- 3.4 A booking fee is charged according to the size of the room and its facilities. There are two fee categories, one for Non-Profit Organizations and one for Corporate/Other Groups.
 - Non-Profit: Non-profit organizations or groups are defined as those organizations with proof of incorporation as a not-for-profit or charitable entity; any organization nationally recognized as a service organization; or any local group meeting for a specific non-profit purpose.
 - Corporate/Other Groups: All other groups or organizations authorized to use the meeting rooms/auditorium in accordance with the Facility Rental Policy.
- 3.5 The group or organization must appoint one contact person, (the "Applicant"), who will be responsible for the room booking. The Applicant must sign the Facility Rental Agreement, and is required to remain on-site at all times during the group or organization's use of the reserved Library space. All additions or changes must be approved in writing by both the Applicant and the Library. The name of the person listed on the Facility Rental Agreement will be the only person allowed to make changes, additions or deletions to the agreement.

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- 3.6 If a group or organization reserves a room under the provisions of a Library partnership or co-sponsorship, a Memorandum of Understanding must be signed prior to use of the room.
- 3.7 Upon request, an individual or group/organization may be asked to obtain Commercial General Liability Insurance naming Oshawa Public Libraries as an additional insured. The amount of coverage must be satisfactory to the Library and proof of insurance coverage must be provided to the Library in the form of an Insurance Certificate.
- 3.8 Where the Library is not a co-sponsor or partner of the individual or group/organization using a meeting room, the individual or group/organization renting the space, must not imply in any way in their advertising or publicity, including social media, that the Oshawa Public Library Board endorses the group's meeting, aims, policies or activities. The Library should only appear as the location of the meeting.

All promotional materials that advertise events held at any of the Library branches must be submitted in advance to the Administration Office of the Oshawa Public Libraries for review and approval, and must include the following disclaimer:

“This program is not sponsored by the Oshawa Public Libraries and the Library does not carry any responsibility for its content”.

- 3.9 Library personnel, including Security, must be permitted to access the meeting rooms at any time during the use of the room.
- 3.10 No smoking, cooking of food, lighting of candles or burning of any other materials is permitted in the Library or its meeting rooms.
- 3.11 Reasonable noise levels must be observed during events. All doors must be kept closed during events being held during the Library's open hours in order to control noise levels.
- 3.12 It is the Applicant/Organization's responsibility for ensuring the meeting room / Auditorium is left clean and orderly, or a possible room cleaning fee may be charged, at the discretion of the Library.

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4. Food and Beverages

- 4.1 All food/beverage arrangements, including set-up and clean-up are the responsibility of the Applicant booking the room. The Library will not store items or materials for users in advance or after the event. All items, including catering, dishes and utensils should be removed immediately following the event.
- 4.2 Serving of alcohol is prohibited in any Library meeting room.

5. Hours of Use

- 5.1 Meeting rooms are only available during regular Library hours. Meeting rooms may be available outside regular hours subject to availability of Facility staff.

6. Set up & Equipment

- 6.1 The Applicant/Organization is responsible for set-up and take down of furniture and equipment. Instructions for the use of the sound system and data projector are available.
- 6.2 Any damage to the Oshawa Public Libraries buildings and/or its equipment must be repaired or replaced at the expense of the Applicant, or group/organization responsible for the room rental.

7. Payment

- 7.1 The room booking will be confirmed upon receipt of the completed Facility Rental Agreement and all fees are paid in full. Payment must be received at least 30 days in advance of the event date, or at the time of the booking if less than 30 days.

8. Emergency

- 8.1 In the event of an emergency situation, the Applicant of the room booking is responsible for ensuring all attendees evacuate the premises in accordance with Oshawa Public Libraries Fire Plan.



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9. Cancellation

- 9.1 Bookings may be cancelled up to 7 business days before the rental with no fee. Bookings cancelled between 2 and 7 business days before the rental will be charged a 10% administrative fee. Bookings not cancelled, or cancelled less than 2 business days before the rental, will be charged the full rental cost.

RELATED DOCUMENTS

Facility Rental Agreement
Library Use Guidelines
Memorandum of Understanding

DOCUMENT CONTROL

Approved: January 1, 2017
Last Reviewed: October 11, 2016

Schedule A Room Rental Information

McLaughlin Branch, 65 Bagot Street, Oshawa, ON Auditorium	
Capacity:	130 people (theatre style) / 70 people (tables & chairs)
Hours:	Monday – Thursday – 9:00 a.m. – 8:00 p.m. Friday – Sunday – 9:00 a.m. – 5:00 p.m.
Rates:	Half Day Rental (under 4 hours): \$150 (incl. HST)
	Full Day Rental (4-8 hours): \$300 (incl. HST)
	Non-Profit Rate: (1-8 hours): \$150 (incl. HST) *See section 3.4 for definition
	Piano: \$25 (incl. HST)

Northview Branch, 250 Beatrice Street East, Oshawa, ON Nonquon Room	
Capacity:	80 people (theatre style) / 50 people (tables & chairs)
Hours:	Monday, Tuesday & Thursday – 9:00 a.m. – 8:00 p.m. Wednesday, Friday & Saturday – 9:00 a.m. – 5:00 p.m.
Rates:	Half Day Rental (under 4 hours): \$150 (incl. HST)
	Full Day Rental (4-8 hours): \$300 (incl. HST)
	Non-Profit Rate: (1-8 hours): \$150 (incl. HST) *See section 3.4 for definition

Northview Branch, 250 Beatrice Street East, Oshawa, ON Conference Room	
Capacity:	12 people
Hours:	Monday, Tuesday & Thursday – 9:00 a.m. – 8:00 p.m. Wednesday, Friday & Saturday – 9:00 a.m. – 5:00 p.m.
Rate:	\$20 per hour (incl. HST)

Delpark Homes Centre Branch, 1661 Harmony Road North, Oshawa, ON Programme Room	
Capacity:	20 people
Hours:	Monday – Friday – 9:00 a.m. – 9:00 p.m. Saturday & Sunday – 10:00 a.m. – 6:00 p.m.
Rate:	\$20 per hour (incl. HST)