

## ***Trent Hills Public Library***

Policy Type: **Operational**

Policy Title: **General Facility Use: Meeting and Study Rooms**

Policy Number: **OP-13**

Initial Date of Policy Review: **May 2017**

Last Review/Revision Date: **June 17, 2024**

Date of Next Review: **2028**

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The use of the facilities of the Trent Hills Public Library is guided by common sense, but with the following notations:

- The Library is a smoke-free building.
- Patrons can eat or drink only in designated areas.
- Pets are not permitted in the Library, with the exception of guide dogs or service dogs.

Meeting rooms in the library bring 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 Trent Hills Public Library Board of the policies and beliefs of groups or individuals.

1. The Trent Hills 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. The Chief Executive Officer (CEO) authorizes the use of the rooms.
3. Staff maintain the schedule and will make every effort to notify scheduled users of the unavailability of the meeting room in case of emergencies.
4. Room bookings will be guided by the following:
  - a) No booking will be confirmed until signed copies of the application form are returned and a discretionary deposit is made on the room rental.
  - b) The applicant is responsible for any damages incurred and will be required to indemnify the Trent Hills Public Library Board any and all claims of any nature and kind, the cost of which may arise out of or by reason of granting this application.
  - c) The Trent Hills Public Library Board accepts no responsibility for lost, damaged or stolen articles.

- d) All organizations must clearly specify their name in advertisements of meetings or events held in the library.

**OP-13 - General Facility Use: Meeting and Study Rooms** (continued)

- e) No alcoholic beverages may be dispensed or consumed on library property.
- f) Reservations for the rooms will only be held for 30 minutes beyond the specified starting time unless the library is contacted.
- g) Room charges for meeting rooms can be prepaid, invoiced or billed.
- h) No smoking is permitted on library premises.
- i) Evening meetings shall terminate by 11 pm or an additional rental fee will be charged.
- j) Chairs and tables are available. In the Campbellford Branch: Carnegie-West Room capacity - 60, Green Room capacity – 20. In the Hastings Branch: Hastings Hall capacity – 220. The library does not have a full-time custodian; therefore, groups using the rooms are responsible for setting and leaving the rooms as they found them.
- k) Federal, provincial and municipal laws, by-laws and fire regulations are to be observed at all times.
- l) Exhibitions: The Trent Hills Public Library Board will not become involved in any sales pertaining to exhibits. Exhibitors will be responsible for the setting up and removal of their displays and assume all insurance coverage.
- m) Photocopies are not included in the room rental fee. Fees are 20 cents per black and white and 50 cents for a single-coloured copy.
- n) Under by-law 2004-20 passed by the Municipality of Trent Hills, a response to a false alarm during the rental period can be chargeable up to \$500.00.
- o) A certificate of insurance for 2 million dollar liability must be provided for any business/commercial room rental.

**Fees**

The fees for the use of meeting rooms will be as follows:

<b>Campbellford Branch</b>		
	<b>Four hours or less</b>	<b>More than four hours</b>
<b>Carnegie-West Room</b>	\$40.00	\$65.00
<b>Green Room</b>	\$30.00	\$55.00

<b>Hastings Branch</b>	
<b>Hastings Hall and Kitchen during Library hours</b>	\$50.00 per hour
<b>Hastings Hall and Kitchen outside of Library hours</b>	\$80.00 per hour (3 hour minimum)

## **OP-13 - General Facility Use: Meeting and Study Rooms** (continued)

The fees are waived for:

- Library-sponsored programs
- Friends of the Library groups
- Constituency meetings of local MPPs or MPs
- Municipal meetings
- Proctored examinations for university/college students
- Hastings Community Lunch
- Hastings Revitalization Association

The Trent Hills Public Library Board reserves the right to accept or refuse a reservation or cancel any book at their discretion.

### **Study Room Policy:**

- Rooms may be reserved for up to 3 hours at a time.
- All persons are limited to a maximum of 3 hours per day of reservation time (this time may be split).
- Rooms may be reserved up to one week in advance. Only two advance reservations may be made for a specific week but additional times may be added on the day before or on the desired day subject to other user's reservations.
- There is a 15-minute grace period for reservations. If the room is not being used by an eligible group (at least two people) at the end of the grace period, the entire reservation is forfeit. If you have forfeited your reservation but still have need of a group study room, please find an alternate location.
- Back-to-back reservations are not permitted but groups may stay beyond their reserved time if there is no subsequent reservation and there is no other group waiting for a room to open.
- In order to protect equipment and for sanitary reasons no food/drink is allowed in the study room.
- The Trent Hills Public Library is not responsible for any items left unattended in the study room.
- Violation of the study room policy may result in loss of privilege.

**OP-13 - General Facility Use: Meeting and Study Rooms (continued)**

**Trent Hills Public Library – Campbellford Branch - Room Rental Form  
June 17, 2024**

- a. No booking will be confirmed until signed copies of the application form is submitted to trenthillslibrary@trenthills.ca and a discretionary deposit is made on the room rental.
- b. The room reservation will only be held for 30 minutes after the requested time unless the library is contacted at which time the deposit will not be reimbursed.
- c. Photocopies are not included in the room rental cost.
- d. Remaining room rental balance can be paid upon arrival, or invoiced.
- e. The applicant is responsible for any damages that occur to the room or facilities while in their use.
- f. The Trent Hills Public Library Board accepts no responsibility for lost, damaged or stolen articles.
- g. All organizations must clearly specify their name in advertisements of meetings or events held in the library.
- h. No alcoholic beverages may be dispensed or consumed on library property.
- i. No smoking is permitted on library premises.
- j. Evening meetings shall terminate by 11 pm or an additional rental fee will be charged.
- k. Chairs and tables are available: Carnegie-West Room capacity - 60, Green Room - 20. The library does not have a full-time custodian; therefore, groups using the rooms are responsible for setting and leaving the rooms as they found them. If the rooms are left unacceptable an additional \$100.00 will be charged.
- l. Federal, provincial and municipal laws, by-laws and fire regulations are to be observed at all times.
- m. Exhibitions: The Trent Hills Public library Board will not become involved in any sales pertaining to exhibits. Exhibitors will be responsible for the setting up and removal of their displays and assume all insurance coverage.
- n. Under by-law 2004-20 passed by the Municipality of Trent Hills a response to a false alarm during the rental period can be chargeable up to \$500.00.
- o. A certificate of insurance for 2 million dollar liability must be provided for any business/commercial room rental

**Fees**

	<b>Four hours or less</b>	<b>More than four hours</b>
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I have read and agreed to the following room rental policy of the Trent Hills Public Library:

Name or Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone number: \_\_\_\_\_

**OP-13 - General Facility Use: Meeting and Study Rooms (continued)**

**Trent Hills Public Library – Hastings Branch - Room Rental Form**

**July 17, 2024**

- a. No booking will be confirmed until signed copies of the application form is submitted to [hastings.library@trenthills.ca](mailto:hastings.library@trenthills.ca) and a discretionary deposit is made on the room rental.
- b. The room reservation will only be held for 30 minutes after the requested time unless the library is contacted at which time the deposit will not be reimbursed.
- c. Photocopies are not included in the room rental cost.
- d. Remaining room rental balance can be paid upon arrival, or invoiced.
- e. The applicant is responsible for any damages that occur to the room or facilities while in their use.
- f. The Trent Hills Public Library Board accepts no responsibility for lost, damaged or stolen articles.
- g. All organizations must clearly specify their name in advertisements of meetings or events held in the library.
- h. No alcoholic beverages may be dispensed or consumed on library property.
- i. No smoking is permitted on library premises.
- j. Evening meetings shall terminate by 11 pm or an additional rental fee will be charged.
- k. Chairs and tables are available: capacity - 220. The library does not have a full-time custodian; therefore, groups using the rooms are responsible for setting and leaving the rooms as they found them. If the rooms are left unacceptable an additional \$100.00 will be charged.
- l. Federal, provincial and municipal laws, by-laws and fire regulations are to be observed at all times.
- m. Exhibitions: The Trent Hills Public library Board will not become involved in any sales pertaining to exhibits. Exhibitors will be responsible for the setting up and removal of their displays and assume all insurance coverage.
- n. Under by-law 2004-20 passed by the Municipality of Trent Hills a response to a false alarm during the rental period can be chargeable up to \$500.00.
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**Fees**

<b>Hastings Hall and Kitchen during Library hours</b>	\$50.00 per hour
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