



## Midland Public Library Room Rental Policy

1. Application for use of the Board Room or Assembly Room may be made by filling out the Library's Agreement for the Use of Library Meeting Rooms form. This should be done sufficiently prior to the day proposed for use to allow for processing the request. Study Rooms are booked on a "first come, first served" basis by calling or stopping by a public service desk and speaking with staff. All bookings must adhere to current public health guidelines.
2. The Board empowers staff to accept, limit frequency of use, or deny an application, based on the conditions listed below. In the case where staff are uncertain or where the applicant appeals, the matter may be presented to the Board at its next regular meeting.
3. No 'tentative' bookings will be accepted. Bookings may be made with the understanding that the Library requires forty-eight (48) hours' notice of cancellation. If this requirement is not met, the applicant agrees to pay the applicable rate.
4. The Board reserves the right to issue and/or cancel agreements for the use of the facilities. In order to make our rooms available in an equitable fashion, rooms can only be booked 6 months in advance/at a time.
5. The applicant and/or person in charge will be responsible for the conduct and supervision of all those attending.
6. Rooms are available during the hours the Library is open. It is the person in charge and/or applicant's responsibility to watch the time and ensure events are over 15 minutes before closing so that all attendees have vacated the building within the Library's posted open hours. Groups who have not vacated 15 minutes before closing will be charged a \$30 administration fee for each half hour, or portion thereof, that they are still in the room/building.



7. Use of the meeting rooms may be denied where there is: likelihood of physical danger to participants or audience; misuse of premises or equipment; material misrepresentation of a group's aim; or when a group has misused premises or property in the past.
8. Advertising for meetings open to the public must include the name of the sponsoring group and contact information. Advertising for use of the space cannot imply any association with the Midland Public Library as access to the room does not imply that the Library endorses any particular program and ***the Library will not be responsible for promoting the event or responding to the questions regarding it.*** Opinions expressed and/or actions recommended are those of the group using the room and are not necessarily those of the Board or the Staff of the Library.
9. It is expected that all spaces will be cleaned up after use. Damage to the building or equipment will be the responsibility of the user and will be billed back to the person completing the application. Rooms not cleaned up after use will also result in an additional charge being billed back to the applicant.
10. The Midland Public Library is a non-smoking building. Alcoholic beverages will not be allowed without prior written approval from the CEO and a valid license from the LCBO.
11. Commercial or 'for profit' groups are welcome to sponsor informational or educational sessions. Direct sale of items will not be permitted.
12. Security of the group's equipment and personal possessions will be the responsibility of the group. The Board or Library Staff are not responsible for personal injury or damage to the group's equipment. The rooms can be locked upon request.
14. The set-up of chairs and tables will be done in consultation with staff to ensure safety and security.



## Costs

In the interest of promoting community involvement, the Library has established a preferential rate structure for different classes of groups:

	Non-Profit	Registered Charity/ Gov't Organization	Commercial
Assembly Room (per 4 hours)	\$40.00	\$50.00	\$80.00
Assembly Room Kitchen - add-on	\$10.00	\$10.00	\$10.00
Assembly Room Kitchen – Cooking	\$50.00	\$75.00	\$100.00
Board Room (per 4 hours)	\$30.00	\$40.00	\$50.00

\*\*Use of the Assembly Room kitchen for simple food at meetings, access to the fridge, etc. are considered “add-on” services. Use of the kitchen for cooking, classes, or creation of food for sale, etc. is considered “Cooking” and requires the full kitchen fee. **If the kitchen is being booked for “Cooking” the Assembly Room must also be booked** and paid for, as the space is no longer accessible or rentable when the kitchen is in use. Use of the kitchen **does not** entitle the user to use supplies such as disposable plates, cups, & other consumables owned by the Library.

A Smart TV may be made available in the Board Room. The Assembly Room has a projector, screen and sound system. Access and training on this equipment must be arranged in advance. Due to Staffing levels, assistance with equipment may not be available during evening hours. Rates are as follows:

	Non-Profit	Registered Charity/ Gov't Organization	Commercial
Board Room TV	\$20.00	\$20.00	\$30.00
Assembly Room System	\$40.00	\$40.00	\$50.00

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## Agreement for Room Rental at the Midland Public Library

BETWEEN THE MIDLAND PUBLIC LIBRARY BOARD

AND: \_\_\_\_\_ (name of group)

Which is:

Non-Profit

Other

Registered Charity or Gov't Org.

Commercial

\*If you're unsure which category your group falls under, please speak with a library representative.

Person Responsible: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_ Time of Use: \_\_\_\_\_

Room Requested:  Assembly Room  Board Room

### Services Requested

\_\_\_\_\_ # of Guests

\_\_\_\_\_ # of Tables

\_\_\_\_\_ # of Chairs

A/V System

Board Room TV

Kitchen add-on

Kitchen cooking

Invoice Required: \_\_ YES \_\_ NO

I have received a copy of the terms, conditions and fees for the use of the above room and I declare that I understand and agree to said conditions and fees.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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