



## 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. The two Study Rooms are booked on a "first come, first served" basis by calling or stopping by a public service desk and speaking with staff. These study rooms can only be booked for free by individuals with a valid Midland Public Library card, for personal use only. Study rooms cannot be booked for free by individuals using them for any profit service, such as paid tutoring. In this instance the room must be booked at the commercial rate.
2. Groups, individuals, charities, businesses, etc. making a paid room booking are not required to have a Midland Public Library card.
3. 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.
4. 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.
5. 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, booking frequency may be limited.
6. The applicant and/or person in charge will be responsible for the conduct and supervision of all those attending.



7. 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. It should not be necessary for Staff to police this policy on the day. 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.
8. Use of the meeting rooms may be denied where there is likelihood of physical danger to participants or audience, or misuse of premises or equipment, where there has been material misrepresentation of a group's aim or when a group has misused premises or property in the past.
9. 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 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.
10. 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 the person completing the application. Rooms not cleaned up after use will also result in an additional charge being billed back to the applicant.
11. 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.
12. Commercial or 'for profit' groups are welcome to sponsor informational or educational sessions. Direct sale of items will not be permitted.
13. 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			
first 4 hours	\$40.00	\$50.00	\$80.00
second 4 hours	\$40.00	\$50.00	\$80.00
third 4 hours	\$40.00	\$50.00	\$80.00
Kitchen** "add-on"	\$10.00	\$20.00	\$30.00
Kitchen** "Cooking"	\$50.00	\$75.00	\$100.00
Board Room*	\$30.00	\$40.00	\$50.00
Study Rooms (for up to 3 hours)	\$20.00	\$20.00	\$30.00

\*\*Use of the 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. Use of such materials will result in a fee being charged to the user. Such fees will be assigned on a case by case basis, and will include administrative costs.

Loss of any kitchen utensils, cookware, etc. will result in a fee back to the user. Such fees will be assigned on a case by case basis, and will include administrative costs.

***Should the kitchen be left messy, or any dishes, cookware, appliances, etc. be left in a state requiring cleaning after use, a cleaning fee of \$100 will be charged back to the user.*** The user agrees to accept all such fees by their signing of this agreement.

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**THIS IS THE PLACE.**



\* Use of the Board Room does not include access to the staff room/kitchen on the third floor. The staff room is for staff use only and not accessible to the public or those renting rooms, at any time.

A projector 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			
Projector	\$25.00	\$25.00	\$40.00
TV	\$20.00	\$20.00	\$20.00
Assembly Room			
System	\$40.00	\$40.00	\$50.00

### Agreement for Liability Insurance & Use of Library Meeting Rooms

Any group, organization or individual that is not affiliated with the Library who rents a meeting room is required to carry and provide proof of valid liability insurance coverage in the amount of 2 million dollars, naming the Midland Public Library as "Additional Insured".

\_\_\_\_\_ (group) has coverage to indemnify itself and the Library in the case of an accident while renting space and acknowledges that they assume full responsibility while utilizing the Library's room(s).

I have read and agree to the terms, conditions and all applicable charges that are stated above.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Name of Signatory (Please Print)

# 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  
 Study Room, 1<sup>st</sup> floor  Study Room, 2<sup>nd</sup> Floor  
 Kitchen "Add-on"  Kitchen "Cooking"

## Services Requested

\_\_\_\_\_ # of Guests      \_\_\_\_\_ # of Tables      \_\_\_\_\_ # of Chairs

- A/V System (Additional charge, as listed above)  
 Lectern       Flip Chart (paper not provided)

Any additional requests: \_\_\_\_\_

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: \_\_\_\_\_