



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
Social event*** (4 hours)	\$80.00	\$80.00	\$80.00
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.

***Social events include children's birthday parties, showers, etc. These events are allowed in the library on a trial basis and may be denied at any time. No profits can be made at these events, nor can admission be charged. Social events can only be booked a maximum of 6 weeks before the event date.

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. The space is to be left in a clean and undecorated manner upon the end of the event. Should the space incur damage or not be left cleaned the user will be charged for any and all damages and cleaning costs.

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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.

* 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 Room Rental at the Midland Public Library



BETWEEN THE MIDLAND PUBLIC LIBRARY BOARD

AND (Name of group/individual):

- 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, 1st floor Study Room, 2nd 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: _____



Midland Public Library Room Rental Exemptions, Exceptions & Limitations

1. Scheduled library programs take precedence in all rooms. However, should a room be booked by an outside group or individual *before* a library staff member has submitted a request for the room, the scheduled booking will remain in place. Staff are encouraged to be planning and booking rooms needed 4-6 months in advance.
2. During Ontario Public Library Week and March Break the Library may limit any and all bookings in library rooms to facilitate programming during those timeframes.
3. Room bookings may only be made during library operating hours. No individuals or groups will be admitted to the facility for room use outside of operating hours.
4. 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.
5. Study Rooms are to be booked for a maximum of a 3 hour timeslot. Should the room not be needed by another individual or group by the end of that 3 hour time slot, the user of the room may extend it by an additional 3 hours.
6. When study rooms are booked for library programs, technology training sessions or extended services, they are not available for any bookings of any kind.
7. Groups, individuals, charities, businesses, etc. making a paid room booking are not required to have a Midland Public Library card.
8. No room shall be booked for more than 6 months at a time. Groups or individuals wishing to secure long term bookings can submit up to 6 months at a time. During the last month of those bookings the individual or group may submit a new form with up to an additional 6 months of bookings.
9. Library staff and security may access all rooms at any time and may attend any meeting, class, or event being held on library property.
10. During all room bookings, no games of chance, including bingos and lotteries may be conducted on the premises.
11. Any social gathering (such as birthday parties, bridal showers, baby showers, etc.) cannot be booked any sooner than 6 weeks prior to the requested date.

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12. No 'tentative' bookings will be accepted at any time.
13. Failure to provide 48 hours' notice of cancellation of a paid booking will result in any user being charged the full booking fee.
14. Should the library be closed for inclement weather any paid bookings for that day will be contacted directly and offered a full refund or the ability to reschedule their paid booking.
15. All groups with written permission to serve alcohol must provide a copy of their LCBO liquor license. The requirement for a Smart Serve server remains with the group booking the space. The Library does not provide any Smart Serve services. Failure to provide proof of all requirements may result in the cancellation of the ability to provide alcohol and/or room rental.
16. These exemptions, exceptions & limitations are subject to change at any time.