

## LONDON PUBLIC LIBRARY POLICY

**Title:** Rental of Meeting Space

**Policy Category:** O-CP-13

**Policy No** O-CP-14

**Effective Date:** December 1, 2010

**Revision Date:** May 2016

---

### **PURPOSE:**

The purpose of this policy is:

- to establish the relationship between the London Public Library and the Renter of meeting space in a Library (Central/Branch)
  - to establish the fees related to space rental and ancillary equipment and services provided by the Library
- 

### **POLICY STATEMENT:**

#### **Definitions**

"Renter" signifies an organization or individual who has contracted with the Library for the use of meeting space.

"Event" signifies the purpose for which the meeting space is being used by the Renter.

#### **4. Guiding Principles**

The following guiding principles will direct the rental of meeting space:

##### **4.1 Value Added Service**

The rental of facilities is a value-added service.

##### **4.2 Source of Revenue**

Meeting space in the Library encourages community use while at the same time provides the capacity for revenue generation. The rental of facilities constitutes a revenue source that contributes to the overall maintenance and operations of the Library's meeting facilities and services.

##### **4.3 Tiered Rate Structure**

The tiered rental rate schedule reflects the Library's status as a municipally and provincially funded institution. To encourage the use of meeting facilities by cultural and community groups, the rental and rates are kept as low as possible. Different levels of rates are established for: non-profit groups within the City of London, profit groups within the City of London, and all groups from outside London

## LONDON PUBLIC LIBRARY POLICY

**Title:** Rental of Meeting Space

**Policy Category:** O-CP-13

**Policy No** O-CP-14

**Effective Date:** December 1, 2010

**Revision Date:** May 2016

---

### 4.4 Library's Right of Refusal

The Library reserves the right to refuse or cancel at its sole discretion a Renter's use of Library meeting space, without liability to or against the Library, for the following reasons:

- The Renter's aims contravene municipal, provincial, or federal legislation.
- The Renter has misrepresented its aims or intentions with the Event.
- There is likelihood of physical danger to participants or audience or misuse of the property or equipment.
- The Renter's primary intent is to sell goods or services or recruit clients.
- The Renter's primary intent is to provide bingo games, lotteries, or other games of chance.
- The Renter has failed to comply with terms and conditions of previous Use Agreements.
- The Event negatively impacts the ability of others to enjoy the services and facilities of the Library or impedes Library operations.

### 4.5 Endorsement

Granting permission to use meeting space does not imply endorsement by the Library of the aims, policies or activities of any Renter.

### 4.6 Adjustments to Use Agreements and Rental Fees

The Library reserves the right to make adjustments to Use Agreements and Rental Fees in exceptional circumstances, such as:

- where there is a significant financial value to the Library.
- during seasonal low-demand periods.
- when community non-profit groups, that are just being organized or without funding, a meeting room will be provided for up to three rentals, system-wide.
- in recognition of sponsorship or donation.
- where the Library receives recognition for an Event which will have a significant economic or cultural value to the broader London community.
- where rental arrangements are included in formal lease arrangements with tenants.

## LONDON PUBLIC LIBRARY POLICY

**Title:** Rental of Meeting Space

**Policy Category:** O-CP-13

**Policy No** O-CP-14

**Effective Date:** December 1, 2010

**Revision Date:** May 2016

---

### 5. Generalities

#### 5.1 Use Agreements

The Library establishes Use Agreements, outlining the fees, terms and conditions for renting space at the London Public Library. All renters are required to sign a Use Agreement. The individual who signs the use agreement represents the person, group, company or organization which is responsible for the payment of the invoice and the terms of the agreement.

#### 5.2 Hours of Service

Rental periods may extend beyond or may be scheduled outside of regular Library operating hours at locations where the Library determines that the facilities are designed to securely separate the meeting space from the rest of the Library space.

#### 5.3 Bookings, Deposits and Cancellations

A tentative booking for rental must be confirmed within two weeks of the tentative booking or the Library may cancel the tentative booking without notice.

A confirmed rental requires a non-refundable deposit of 30 % of the total amount on the signed Use Agreement.

If a cancellation of a confirmed rental is received five business days or more prior to the Event, all payments made will be reimbursed, less the non-refundable deposit.

If the cancellation of a confirmed rental is received less than five business days before the Event or cancellation is not made, the full amount will be charged.

For an emergency, such as a snowstorm or loss of electrical power that requires the Library to be closed and the Event be cancelled, there will be no charge and all fees (including the deposit) will be refunded at no cost to the Library.

Delinquent accounts will be referred to the Library's collection agency or other legal remedy as required.

## LONDON PUBLIC LIBRARY POLICY

**Title:** Rental of Meeting Space

**Policy Category:** O-CP-13

**Policy No** O-CP-14

**Effective Date:** December 1, 2010

**Revision Date:** May 2016

---

### 5.4 Sale of Goods

Goods may only be sold as an adjunct to the Event. The extent of sales must be approved by the Library at the time of booking. A charge of \$200 or 15 % of sales as selected by the vendor, will apply.

### 5.5 Food and Beverages

The Renter shall not sell alcoholic beverages. Alcoholic beverages may be served as an adjunct to an Event, subject to the approval of the Library.

The Renter shall only permit bottled water in the Wolf Performance Hall or its dressing rooms.

Food may be served as an adjunct to an Event, subject to the approval of the Library and consistent with the contractual agreement with its Central Library food service provider.

### 5.6 Equipment

Equipment for use in the rooms must be rented from the London Public Library, with the exception of data projectors and other items not available through the Library, which may be supplied by the Renter. All equipment use is subject to the prior approval of the Library.

At branch libraries, the Renter is responsible for set-up and take-down of furniture and equipment.

In the Garden space, Renters may be required to provide furniture, equipment, etc., subject to the approval of the Library.

### 5.7 Advertising and Signage

The Library does not prepare advertising, in any form, for renters. The Library does not provide free space in Library publications for the Renter's Event. The Library will post, on its website and bulletin boards, subject to the availability of space, limited information about the Event, provided by the Renter, upon prior approval by the Library. The Library does not assume responsibility for the accuracy of information about the Event. The Library may reject the information if it is incomplete or inconsistent with Library guidelines.

## LONDON PUBLIC LIBRARY POLICY

**Title:** Rental of Meeting Space

**Policy Category:** O-CP-13

**Policy No** O-CP-14

**Effective Date:** December 1, 2010

**Revision Date:** May 2016

---

The Renter may utilize portable display furniture to advertise the Event in the Library, within proximity of the rental space, on the day of the Event, subject to prior approval by the Library.

### 5.8 Special Purpose Rooms

Special Purpose Rooms may be booked in two (2) hour Blocks.

Designated Community Use Rooms in some locations are available under the following conditions:

- a maximum of three (3) free uses, system-wide, per calendar year by a single non-profit group
- free use by individuals for study, subject to availability and booking requirements
- for profit or fee-based uses are subject to a rental fee.

Designated Study, Tutorial and Practice Rooms in some locations, designed primarily to support study use, are available under the following conditions:

- free use by individuals or small groups for study, subject to availability and booking requirements
- for profit or fee-based uses of these facilities are subject to a rental fee.

## 6. Rental Rates

### 6.1 Regular Rental Rates

The regular rental rate is established for a Block of up to four (4) hours for an Event. Additional rental time may be added in two-hour increments. Rental rates are available on our website.

### 6.2 Bulk Discount Rate

A bulk discount rate of 15 % is applied on the regular rental rate for a single booking of twenty (20) or more Events within a Twelve (12) month period. No bulk discounts are applied to per diem or premium rental rates.

## LONDON PUBLIC LIBRARY POLICY

**Title:** Rental of Meeting Space

**Policy Category:** O-CP-13

**Policy No** O-CP-14

**Effective Date:** December 1, 2010

**Revision Date:** May 2016

---

### 6.3 Premium Rate

A premium rental rate is charged for any Block which commences during the following times:

- on or after 6 p.m. on Friday evenings
- on or after 5 p.m. on Saturday evenings
- anytime on Sundays.

A block that straddles the premium times is split to the closest two hour between premium and regular rental rates. The premium rate includes the basic room charges, required security, and 20% surcharge for added maintenance and administrative costs.

### 6.4 Per Diem Rate

A discounted per diem rate is applied when an Event extends beyond two (2) Blocks, on days when the Library is open twelve (12) hours.

### 6.5 Rotary Reading Garden

The Garden is rented for events as a single space, with access to the Garden restricted by the Renter in accordance with the terms of the Use Agreement.

### 6.6 Security

Security charges will apply when the event extends beyond normal Library operating hours or when, in the opinion of the Library, additional security is required.

### 6.7 Membership of Library in Organizations

Where a Library staff member is appointed as a representative to an organization, no room rental shall be charged to the organization when it is the Library's turn to host a meeting.

LONDON PUBLIC LIBRARY  
POLICY

**Title:** Rental of Meeting Space

**Policy Category:** O-CP-13

**Policy No** O-CP-14

**Effective Date:** December 1, 2010

**Revision Date:** May 2016

---

**BACKGROUND:**

---

**INQUIRIES:**

Manager, Customer Services and Branch Operations

---

**KEYWORDS:**

Revenue

Rental policy

Rental rates

---

**RELATED DOCUMENTS:**

See: Meeting Space Use Policy

**DOCUMENT CONTROL:**

Approved: October 4, 2004

Reviewed: December 2, 2010