

Meeting Room Rental Regulations

1. Policy

- a) The Kingston Frontenac Public Library Board prohibits the sale of any goods and/or service by commercial organizations, not in a co-sponsorship with the Library, on library premises. Note that the sale of books during a book launch is permissible.
- b) The Chief Librarian in consultation with the Chair of the Library Board or the Library Board, if there is a timely Board meeting, may refuse any application that is incomplete or lacking in accompanying information as well as reserve the right to refuse any application and also to cancel any reservation without justification or cause.

2. The Responsibilities of Users of Meeting Rooms

- a) Authorizing officers and the incorporated organization, or officers of unincorporated organizations, in their personal capacity using the facilities under this agreement, agree to accept responsibility for damages to the furnishings, equipment and premises during the period of agreement.
- b) Smoking is not permitted in any area of the Library. It is the responsibility of the renter to enforce this No Smoking requirement. Failure to do so will result in refusal of permission to rent again. The renter will be held responsible for damage resulting from smoking.
- c) No open flames (e.g. burning of candles) are permitted in any meeting room. **Renters are not allowed to bring in small appliances (e.g. kettles, coffeemakers).**
- d) With prior approval of the Library an application may be made to the L.C.B.O. for a special licence for the consumption of alcohol (beer, wine, spirits).
- e) All renters and their guests are required to leave the building when the branch closes unless they have paid and pre-authorized to occupy the meeting room before or after library branch hours.
- f) One signer of this application must be in attendance for the duration of the meeting. **At the beginning of the meeting or event, the host must announce to the attendee's the location of the nearest emergency exit.**
- g) All organizations which apply to rent a meeting room(s) agree to save harmless the Kingston Frontenac Public Library Board against all claims of any nature and kind and costs which may arise out of or by reason of granting of the application; and against damage, infringement of royalty rights, charges, slander, sedition and subversion which may occur as a result of public performance, actions or speeches, together with any costs which may arise in connection therewith.
- h) All organizations or groups sponsoring an event or meeting must subscribe to the Ontario Human Rights Code and will observe all its provisions in its use of these

municipally-owned facilities. All organizations or groups using Library facilities will abide by the Accessibility for Users with Disabilities policy, where applicable and the Library's Code of Conduct. Events or meetings will not stereotype or discriminate on grounds prohibited under the Ontario Human Rights Code. Events or meetings will not promote or preach hatred or derision of any group covered by of this declaration.

- i) Organizations/Individuals wishing to book rooms on a regular basis eg, weekly or monthly must reserve/renew each year. **Applications/reservations are accepted on a first come first serve basis.** Organizations/Individuals may reserve up to a year in advance **if** meeting space and room reservation schedule are available.

3. **Publicity and Advertising**

- a) An organization applying for the use of the Library facilities will be required to specify the official name of the group in the advertisements of meetings to be held in the Library.
- b) Publicity must also specify the place of the meetings as the "Kingston Frontenac Public Library" and **must be approved by the Library before it is released.**

4. **Procedure for Rental and Fees**

- a) Applications, completed in full, must be received at least two weeks prior to the date requested.
- b) Payment for the full amount of the fee must be submitted with the application form.
- c) Applications are to be mailed, faxed or emailed to the Administration Office at Kingston Frontenac Public Library, 130 Johnson Street, Kingston ON. K7L 1X8. Fax: 613-549-8476. Email: administration@kfpl.ca

Please note that application drop off is not possible at this time due to the Central Branch being closed for renovations.

5. **Security Fees**

- a) When a meeting room has been booked during a time when the Library is not open to the public a minimum security fee of \$67 will be charged. (Please note that the security fee will also be charged should access to a meeting room be requested before 9:00 a.m. and for meetings that extend past a 9 p.m. booking.)
- b) Cancellation of a reservation with less than 72 hours notice will result in a booking charge of up to 50% of the rental fee plus custodial/security costs which may have been involved in any room arrangement. Cancellation fees may be waived if the room is booked by another party.

Rental Rates (Fees Subject to Change)

All prices are subject to HST

Room Rental Hours:

Half Day Options – 9:00 am to noon, 1:00 pm to 5:00 pm or 6:00 pm to 9 pm.

Full Day Options – 9:00 am to 5:00 pm or 1:00 pm to 9 pm.

Security Charge of \$67 for bookings outside of library hours.

Isabel Turner Branch	Half Day	Full Day
Room A: Afternoons, Evenings & Weekends	\$47	\$94
Room B: Evenings & Weekends	\$47	\$94
Community Room: Evenings & Weekends	\$94	\$188
Gates Room (Computer Lab)	\$52	\$104

Calvin Park Branch (Not open Thursday)	Half Day	Full Day
Room A: Afternoons, Evenings & Weekends	\$46	\$92
Room B: Evenings & Weekends	\$46	\$92
The Friends of the Library Community Meeting Room: Evenings & Weekends	\$92	\$184

Equipment	Price
Flipchart	\$16
Conference Phone & Phone Line	\$26
Portable LCD Projector & Screen	\$31
TV/DVD/VCR	\$26
5 Computers	\$46 half day \$92 full day
9 Computers	\$77 half day \$154 full day
13 Computers	\$98 half day \$196 full day

Room Rental Form – Fax or email your completed form to KFPL Administration

Please complete this form and fax (613-549-8476) or email (administration@kfpl.ca) to the Administration Office of the Kingston Frontenac Public Library, 130 Johnson Street. Applications must be received at least two weeks prior to the date requested. **Administration will contact the applicant to confirm a room booking, subject to availability.**

Room(s) required: (please print)		Name and nature of event:	
Applicant (official group name):		Admission charge?	Amount:
		Estimated attendance:	
Mailing Address of applicant (or group):		Contact Name, Phone # & Email:	
Date(s) Requested:			
Booking Time	From: to:		
Event Time	From: to:		
A copy of the Meeting Room Rental Regulations has been enclosed with this application. It is understood and agreed between the applicant and the Kingston Frontenac Public Library, that the <u>applicant has read the regulations and the conditions therein will be observed.</u> Signature of Applicant: _____ Date: _____			