

NORTH PERTH PUBLIC LIBRARY

Operational Policy

OP-16 Meeting Space



POLICY PURPOSE

The North Perth Public Library board sees the meeting space at the Listowel Library, the Hay Room, as a community asset and provides support for community booking to support educational, cultural, civic, recreational, and charitable purposes to community groups, agencies and organizations.

This policy ensures that users of this space adhere to Library policy and do not use the space in contravention of [the Canadian Charter of Rights and Freedoms](#) and the [Ontario Human Rights Code](#).

KEY POINTS SUMMARY

- Outlines fee structure and how fees apply for co-sponsored events, non-profit events, and private/commercial events
- Outlines meeting space code of conduct and how meeting space use is prioritized.
- The Library has the right to refuse bookings based on previous Renter behaviour, false information, or if in contravention of local, provincial, or federal policy

DEFINITIONS

- **“Renter”** indicates an individual or organization who has contracted with the Library for use of space.
- **“Event”** indicates for which the room is being used by the Renter.

- **“Private Event”** indicates an event where participation is restricted by registration or invite – including proctoring.

POLICY DETAILS

Reservations and Fee

Room bookings will be guided by the following:

- Library programs and services, meetings, and events have priority for scheduling. Other bookings will be considered on a first-come, first-served basis
- Meeting room use shall not disrupt regular library functions
- The rental fee will be returned if the booking is cancelled by the individual, group or business 2 business day prior to the event
- The rental fee will be returned if the booking is cancelled by the library prior to the event
- Fees for room rentals apply as follows:
 - Library-sponsored, municipal or non-profit organizational use:
 - Free or by donation
 - Private events/commercial use:
 - \$25 half day or less
 - \$45 full day
 - The Renter will be charged a \$25 cleaning fee if the room is not left in the original condition.
 - The cost to repair damage to the space including furnishings, equipment, walls, floors and windows, will be billed to the Renter.
- For long-term/re-occurring bookings for organizations, a Memorandum of Understanding must be created and signed by both parties with at minimum an annual review.

Meeting Space Use

The Library aims to provide equitable access to meeting spaces for individuals and groups from all sectors of the community where these meeting spaces are not needed to support Library operations.

Terms

- Rental payments must be received prior to the booking date and time
- The Renter must be eighteen (18) years of age or older.
- The Renter must vacate the space fifteen (15) minutes before closing.
- Renter is responsible for set-up and take-down of room arrangements.
- The Library is not responsible for any of the Renter's property.
- No kitchen facilities are available. Food is permitted within Huron Perth Public Health Guidelines.
- The use of tape, tacks or nails are not permitted on walls or windows.
- If the event is not co-sponsored, the Library will not prepare advertising, in any form, for renters. The Library will post about the Renter's event on bulletin boards per *OP-15 Exhibits, Displays and Community Information*
- The Library's address and name is permitted on Renter's advertisement; however, the Library does not assume responsibility for the accuracy of information about the event.
- Bookings are only available during open hours.
- Meetings must be conducted in a manner consistent with the Library's *OP-05 Code of Conduct*. Sales may be permitted by permission of the CEO.

Library's Right of Refusal

The Library reserves the right to refuse or cancel at its sole discretion a Renter's use of the Library Meeting space, without liability to or against the Library for the following, non-exclusive examples:

- The Renter aims to contravene current local, provincial, national legislation;
- The Renter misrepresents their aims or intentions;
- There is a likelihood of physical danger to participants, patrons, or physical space;

- The Renter's primary intent is to sell goods, services, or recruit clients;
- Sectarian or denominational worship services or ceremonies
- The Renter has failed to comply with terms and conditions of use in the past;
- The intended event negatively impacts the ability of others to enjoy Library facilities or impeded Library operations

Granting permission of use of meeting space does not imply endorsement of the Renter's event, intent, policies etc.

RELATED DOCUMENTS

- OP-03 Loan Periods and Fees for Service
- OP-05 Code of Conduct
- OP-15 Exhibits, Displays and Community Information

SCOPE:

This policy applies to the NPPL Board, staff, patrons, and volunteers.

Approved by the Library Board: 2004, October 11, 2025

Revised: May 2010, Mar 2014, June 2018, June 2021, Mar 2023, October 2025