

Title	Facilities Rental		
Revised	2018-11-01	Effective	
Responsibility	Head, Finance and Administration		
Authority	Library Director & CEO		
Managed By	Executive Office Liaison, Director's Office		
Next Scheduled Review	2020-01-01		

Purpose:

To establish and support a healthy work environment that supports a community gathering place where the joy of reading, discovery and lifelong learning is promoted and encouraged, and to maintain public confidence in Regina Public Library (RPL).

Objective:

Defines the circumstances and conditions under which RPL facilities, such as meeting rooms, may be rented to the public.

Legislative Authority:

The Public Libraries Act, 1996, Section 67

Other Relevant Documents:

Community Partnerships Policy
 Alcohol for Public Events Policy

Application:

Applies to all RPL branches

Policy:

RPL is an inclusive community of discovery and learning. The mission of RPL includes offering community space where people and ideas meet and offering community opportunities that complement and strengthen public library offerings. In order to achieve these aspects of its mission RPL maintains meeting rooms designed to meet the educational, cultural economic and recreational needs of individuals, groups, and associations in Regina. These meeting rooms may be rented to individuals and groups whose values align with those of RPL.

Delegation of Responsibility

The Library Director & CEO delegates responsibility for administration of this policy to the Head, Finance and Administration.

Terms and Conditions

- The terms and conditions in this policy apply to meeting rooms in all RPL facilities and branches. In addition, individual branches may have terms and conditions specific to that branch. Facility renters are required to adhere to both these general terms and conditions and to terms and conditions specific to an individual branch.
- All renters of RPL facilities must comply with relevant City of Regina bylaws and provincial legislation (e.g., laws regarding smoking).
- All renters are required to complete a written application for facility rental and submit it in accordance with timelines and procedures defined by RPL.
- RPL reserves the right to make written exceptions to this policy for facilities in multi-tenant buildings.
- RPL has the right to refuse bookings at the discretion of the Office of the Library Director & CEO.

Definition of Eligible Renters

- RPL does not necessarily endorse the views of facility renters, nor does rental to one organization preclude rental to other organizations.

Rental Fee and Deposit

- Facility renters will be required to pay a rental fee in accordance with a schedule determined by RPL.
- The rental fee may be waived by RPL under certain circumstances.
- Facility renters may be required to pay a cleaning/damage deposit which will be returned if the facility is left in good order.

Charging of Fees

- Facility renters are prohibited from charging admission fees or selling goods and services unless authorized in writing to do so by RPL.

Smudging

- Smudging is permitted in rented RPL facilities with written permission from RPL.

Responsibilities of Facility Renters

- Facility renters are responsible for cleaning the facility after use and for setting up, removing and cleaning facility furniture and equipment.
- Facility renters are responsible for any damage to the facility or its contents and for any theft of furniture or equipment.
- Facility renters are responsible for the behaviour of all individuals attending the renter's event.
- RPL reserves the right to evict any individual who is behaving inappropriately.

Cancellation Terms

- RPL reserves the right to cancel a facility booking for good reason. In this event reasonable notice and a reason will be given. The rental fee will be returned unless there are extenuating circumstances.
- Facility renters who wish to cancel a booking must provide notice in accordance with a schedule determined by RPL. Cancellations after the date set out in RPL's schedule may result in some or all of the rental fee being retained by RPL.