

	Under Review	In for Approval	Completed
Status	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	To Review	To Approve
Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LD & CEO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Audit Committee	<input type="checkbox"/>	<input type="checkbox"/>
Governance Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HR Committee	<input type="checkbox"/>	<input type="checkbox"/>

Policy:	ROOM USE AND RENTAL
Responsibility:	Library Director & CEO
Authority:	Library Director & CEO
Administration:	EOL / Director's Office
Originated:	September 15, 2003
Reviewed:	May 16, 2017
Revised:	August 24, 2019
Effective:	November 1, 2019
Next Scheduled Review:	2021

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:

To address the practice of room rental and usage by the public in RPL facilities.

Legislated Authority:

The Public Libraries Act, 1996, s. 67

Other Relevant Documents:

Regina Public Library – Vision, Mission, and Values
Program Partnerships Policy
Alcohol for Public Events Policy
Posters and Publicity Policy
Safe Use and Conduct Bylaw
Criminal Code of Canada
Canadian Charter of Rights and Freedoms
CFLA Statement on Intellectual Freedom & Libraries
Adult Programs Policy

Application:

Applies to all RPL locations except Albert Branch.

Policy:

1. There are two fee categories for rentals of public library spaces:
 - 1.1 Commercial – applies to use:
 - 1.1.1 by any for-profit organization;
 - 1.1.2 for a partisan political purpose;
 - 1.1.3 for any meeting or event that charges an admission fee;
 - 1.1.4 for the purpose of selling merchandise; or
 - 1.1.5 for the purpose of fundraising.
 - 1.2 Non-profit – applies to use by Regina residents, community groups, not-for-profit and/or charitable organizations where the proposed use is not commercial in nature.
2. Rental fees are waived for non-profit customers.
3. Rental fees for commercial customers and all other fees for cleaning, damage, security, and no-shows, are set by the Library Director & CEO each November for implementation in January of the following year.
4. A schedule of available rooms, equipment, hours of operation, and the parameters of rental times will be available on the Library's website.
5. All renters are required to complete an online or written application for room rental and submit it in accordance with timelines and procedures defined by RPL.
6. A library card is required for all rentals and the customer to whom the card belongs is deemed the party responsible for the rental.

7. Priority for the use of library spaces is to support library programs, co-sponsored programs, and other Library purposes. All rentals of library spaces are thereafter on a first come, first served basis.
8. The terms and conditions in this policy apply to meeting rooms in all RPL facilities and branches, except at māmawêyatitân centre.
9. Renters are required to adhere to both these general terms and conditions and to any posted terms and conditions specific to an individual branch.
10. All activities and programs conducted in Library facilities and all persons using them are subject to the general rules and regulations, bylaws and policies of RPL.
11. Proof of compliance may be requested by the library for any activities undertaken by the renter that are subject to and/or require regulatory compliance or approval. This provision includes, but is not necessarily limited to, compliance with film classification requirements, licensing for gambling activities or serving of alcohol, business license, public performance rights for film and video, etc.
12. Library staff must have access to facilities at all times and may attend, free of charge, any event, meeting or course held on Library premises for the purpose of auditing or reviewing compliance with Library policies.
13. RPL, as well as the names of its branches, may only be used by renters to provide a location for their event:
 - 13.1 RPL does not endorse the views of facility renters, nor does rental to one organization preclude rental to other organizations;
 - 13.2 renters' promotional materials must not imply Library sponsorship and promotional material for renters' programs must not be posted in RPL facilities without RPL permission; and
 - 13.3 neither the name nor the address of RPL may be used as the official address or headquarters of an organization.
14. Smudging is permitted in some RPL facilities and must be requested at the time of booking.
15. Renters are responsible for:
 - 15.1 setting up the space and returning it to its original condition at the end of their booking;
 - 15.2 cleaning the space after use;
 - 15.3 any loss or damage to the facility or its contents;
 - 15.4 ensuring that fire code occupancy limitations are observed at all times; and
 - 15.5 the behaviour of all individuals attending the renter's event. RPL reserves the right to evict any individual who is creating an unwelcome environment for others.

16. Renters must agree that neither they nor their guests will contravene the Criminal Code of Canada or the Saskatchewan Human Rights Code and Regulations in any promotion of or during the course of their rental.
17. RPL reserves the right to refuse or cancel bookings when it reasonably believes:
 - 17.1 use by any individual or group will be for a purpose that is likely to promote, or would have the effect of promoting discrimination against any group or person on the basis of race, ethnic origin, place of origin, citizenship, colour, ancestry, language, creed (religion), age, sex, gender identity, gender expression, marital status, family status, sexual orientation, disability, or any similar factor;
 - 17.2 use by any individual or group will be for a purpose or action that is contrary to the law or any RPL policy;
 - 17.3 there is a misrepresentation, a likelihood of physical hazard to participants or audiences or a misuse of premises or equipment; past misuse or non-payment of fees is sufficient grounds for denial of an application; and
 - 17.4 use by individuals, clubs, groups, and organizations is intended to establish RPL as a permanent location for their activities.
18. Rental Fee and Deposits:
 - 18.1 commercial renters will be required to pay a rental fee in accordance with a schedule determined by RPL;
 - 18.2 the rental fee may be waived by RPL under certain circumstances;
 - 18.3 renters may be required to pay a cleaning/damage deposit which will be returned if the facility is left in good order;
 - 18.4 the Library reserves the right to charge a no-show fee for cancellations after the date set out in the room booking schedule; and
 - 18.5 the Library reserves the right to charge a security deposit and fee for any rental that reasonably requires additional security to protect Library assets or ensure public safety.
19. Cancellations:
 - 19.1 RPL reserves the right to cancel a booking;
 - 19.2 reasonable notice and a reason will be given before cancelling a rental, and the rental fee will be returned; and
 - 19.3 facility renters who wish to cancel a booking must provide notice in accordance with the schedule published by the Library; cancellations after the date set out in RPL's schedule will result in a no-show fee being levied against the library card of the person who booked the space.
20. Application may be made to the Library Director & CEO for exceptions to this policy.