

**POL-PUB.2018.86** Title: *Room Rentals*



**Type:** BMPL User Services  
**Authority:** CEO  
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**PUB 2018.86.1 Rentals**

1. The BMPL rooms and equipment are available for rent by individuals or groups.
2. Terms and Conditions apply to all rentals of space and/or equipment and are subject to completion of the Rental Agreement.
3. Any rental may be denied if the intended purpose:
  - 3.1. is deemed to be a potential hazard to the buildings or its collections;
  - 3.2. is likely to promote, or would have the effect of promoting, discrimination, contempt or hatred of any group;
  - 3.3. is prohibited by Board Policy.
4. Any group whose rental has resulted in damage in the past may be denied rental access. Prepaid bookings may be canceled and deposits held to a maximum of the debt recovery of the damage.

**PUB 2018.86.2 Rates**

1. Room rates are priced at a set hourly rate and rented in 3 hour blocks.
2. Additional fees and charges may be incurred if a rental requires an employee to assist with equipment, research or computer access.
3. All rates are set annually by the Library and available on request.

**PUB 2018.86.3 Equipment Rental**

All equipment rentals are for onsite use only and no equipment may be taken from the building at any time. Available equipment includes:

1. Laptops and tablets;
2. A digital projector (Gallery, Boardroom, Depot);
3. Conference Phone (Boardroom only);
4. A portable sound system (Gallery only).

**PUB 2018.86.4 Sales in the Building**

1. Sales are not permitted in the Library without permission of the CEO.
2. Sales made under the policies governing the Arts Advisory Council are exempt.
3. For policies regarding sales from the Showcases, see Section 6.

1. The Library has the following space available for rental. Not all space is available at all times. Availability varies based on the operational needs of the Library.
2. Space includes:
  - 2.1. L.E. Shore Boardroom;
  - 2.2. L.E. Shore Gallery;
  - 2.3. Craigleith Heritage Depot Boardroom;
  - 2.4. L.E. Shore Computer Centre.
3. Maximum accommodation is 125 persons for the Gallery and 20 persons for the Board Room. These limits have been set to conform with fire code regulations and must be adhered to.
4. Reservations must be made at least 2 weeks prior to the date requested. Continuous use of the room shall not exceed 6 months at which time application to renew the room shall be reviewed by the CEO.
5. Payment must be made at the time the application is submitted. Payment may be made by cash or cheque.
6. The renters must acknowledge in writing that they have read the *Fire Safety Plan for After Hours Users*. Renters are responsible for complying with the plan while they are using the room.
7. Renters are responsible for ensuring that they have obtained a Special Occasion Permit for the event from the AGCO and receive permission from the CEO for use. They should be aware that this process can take several weeks. Renters are responsible for complying with all legislation in this regard. (See *Special Occasion Alcohol Use Policy*).
8. The key to the library must be picked up one day prior to the event by the renter if the meeting is to be held outside of normal library hours. Keys are signed in and out of the Library at the front desk. Failure to return the key the following day shall result in the loss of the organization or individual's privileges to book space on another occasion.
9. Any person or group renting space shall:
  - 9.1. Refrain from expanding beyond the reserved space without prior consent by employees;
  - 9.2. Refrain from tacking and/or taping items to the walls as this damages the paint finish;
  - 9.3. Shall Be held responsible for any damages to library property or equipment and shall be charged for the same;
  - 9.4. Leave the room in the same condition as it was found. This includes returning chairs and other furniture which may have been moved, placing garbage in the receptacles provided and cleaning any remaining materials from the tables and floors. If a cleaner needs to be hired to clean up after a function, a bill shall be submitted to the renter.
10. Library Employees or Board Members may attend any event, meeting or course held in the meeting rooms free of charge for the purpose of ensuring that the renter is complying with Library Policy.
11. In special situations the facilities may be booked out for sleep-overs or other activities. Interested parties should speak to the CEO about rates and conditions of use.
12. The applicant may cancel a reservation upon written notification of at least 2 weeks in advance of the event. Notice of less than 2 weeks shall result in forfeiture of all rental fees.
13. Rental of the room does not include storage space.
14. Smoking is prohibited by law.

1. L.E. Shore Memorial Library branch has eight (8) Showcases. The Library shall rent a limited number of showcases to the general public.
2. The Library reserves the right to refuse any exhibition or individual piece.
3. The renter must comply with all related regulations for using the showcase.
4. The AAC selected exhibition artist(s) each month shall have first selection of available Showcases. Deadlines shall follow the artists contracts and Gallery forms.
5. The CEO may designate one Showcase for NPO use and another for charitable purposes.
  - 5.1. Showcase number 3 is available for use by non-profit groups at no charge. Booking is on a first-come, first serve basis. The Library reserves the right to refuse any booking.
  - 5.2. Showcase number 5 may be provided to a charity free of charge. Charities may be selected from time to time by the CEO, is available for use by non-profit groups at no charge. Booking is on a first-come, first serve basis.
6. The renter shall pay the Library a 25% commission on any items that are sold while on display in the showcase.
7. All sales transactions shall be handled by the Library during the rental period.
8. The Library holds no insurance for items on display in the cases and the exhibitor should be aware that there is no security system in the building. Renters who sell items from the showcases, are responsible for re-stocking the displays.
9. The installation and the take down of the display is the responsibility of the renter.
10. The renters may cancel a reservation upon written notification of at least two (2) weeks in advance of the event. Notice of less than two (2) weeks shall result in forfeiture of all rental fees.