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Room Usage and Rental

1. PURPOSE

Brampton Library provides meeting and program rooms to individuals and groups from all sectors of the Brampton community when not in use for Library services or activities.

The primary purpose of these rooms is to:

- provide educational, cultural, and leisure activities to the community beyond that which the Library itself offers in order to deepen the Library's role as a community hub
- provide meeting and programming space as a service to organizations, groups, and individuals within the community

The Library supports a society that respects diversity, social inclusion and guarantees the right of free expression by making available its rooms to all individuals, groups and organizations regardless of the beliefs or affiliations of the individuals or groups requesting their use. These beliefs do not necessarily reflect the opinion of the Brampton Public Library Board.

2. DEFINITIONS

- 2.1. Non-profit group** – an association, club, or group that is operated exclusively for the social welfare, civic improvement, pleasure, recreation or any other purpose except profit. Groups may or may not be a registered charity.
- 2.2. Commercial group** – a group whose primary function is to generate revenue for the organization.

3. AVAILABILITY

Meeting rooms shall be available to individuals, non-profits, and commercial organizations during regular library hours. In some circumstances meeting rooms may be made available outside library hours with permission from the Library.

- 3.1.** Some locations have non-bookable study rooms or areas for private or group study. These are first-come-first-served.
 - 3.2.** Priority for usage of program rooms and meeting spaces are as follows:
 - Library managed and co-planned activities, including after-hours study
 - Partnership community programs that are free to the public
 - Rentals
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4. CONDITIONS OF USE

- 4.1. A Room Rental Agreement must be completed and approved prior to the event. A booking fee is charged according to the size of the room and its amenities. There are two fee schedules: one for non-profit groups or individuals and a second for commercial/private groups or individuals.
 - 4.1.1. Rental fees may not apply in the case where the Library is entering into a partnership or contract to provide a program in cooperation with an individual or agency (see Programming Policy).
- 4.2. The Library does not endorse the views represented by any group renting library facilities. Promotional materials must not imply Library sponsorship, unless otherwise approved by the Library.
- 4.3. All persons attending events in the meeting rooms must comply with all related Library policies.
- 4.4. Furniture may be used by the groups booking the facilities, and requirements must be indicated at least two weeks before booking.
- 4.5. Applicants are responsible for setting up the chairs, tables and equipment required before their event and clearing them away after their event. All applicants shall leave the room in the same condition in which it was found. The room must be cleared immediately after the booking.
- 4.6. No applicant will store any materials in the room between bookings.
- 4.7. The room will not be used for games of chance involving money, including lotteries and bingo.
- 4.8. Sales of goods are not permitted unless authorized by the CEO or designate.
- 4.9. Library staff must have access to facilities at all times and may attend free of charge any event, meeting or course/program held on Library premises for the purpose of auditing and reviewing compliance with Brampton Library policies.
- 4.10. All renters and those using an event or meeting must receive approval from the authorized staff and must subscribe to the [Ontario Human Rights Code](#) and will observe all its provisions in its use of these municipally owned facilities. Events or meetings will not discriminate on grounds prohibited under the [Ontario Human Rights Code](#). Events or meetings will not promote or preach hatred of any group covered by Part 1 of the Code.
- 4.11. Renting Library rooms or spaces for film or video productions is not governed under this policy and requires a separate agreement with the Library.
- 4.12. Federal, Provincial and Municipal laws, by-laws and fire regulations shall be observed at all times.

5. DENIAL OF USE

The Library reserves the right to cancel any bookings on 48 hour notice, at which time a full refund will be made. The Library reserves the right to cancel any bookings without notice in the event that the facilities are made unusable by conditions beyond its control.

5.1. The Library reserves the right to deny or cancel a booking as follows:

5.1.1. Use will be denied for a purpose or action, in the Library's opinion, that is contrary to the law or any of the Library's policies including violent, threatening, abusive, disruptive or intrusive language or conduct in violation of the [Ontario Human Rights Code](#).

5.1.2. Use will be denied when there is deemed to be 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.

5.1.3. Use will be denied where the purpose of the event is to sell, promote or purchase product or services, unless otherwise approved by the CEO.

5.2. Applicants who are denied permission to use these facilities may, upon written request, have the decision reviewed by the CEO, whose decision shall be final.

6. CUSTOMER INDEMNITY

The renter agrees to indemnify and "save harmless" the City of Brampton and the Brampton Public Library Board from any action or claim being brought against it as a result of the use of the Brampton Library facilities.

7. LIABILITY

The Brampton Library will not be responsible for personal injury or damage, nor for the theft or loss of clothing or equipment of the renter or anyone attending on the invitation of the applicant.

The Renter shall be responsible for the conduct and supervision of all persons admitted to the meeting room. The renter will be responsible for payment of all damage costs arising from the misuse of property.

The Renter may be required to hold liability insurance for all programs in place on Library premises and is required to be secured prior to the date of the activity/event at the renters expense.

8. FOOD AND ALCOHOL

Use of any equipment or kitchen facilities must be requested at the time of application for use of the meeting facilities. Kitchen use is restricted to the service of non-alcoholic beverages and light refreshments. No dishes or utensils are provided.

Prior approval to serve alcohol must be obtained from the Library Board. The use of alcoholic beverages in meeting rooms must be indicated at the time of booking and a permit to serve alcohol obtained by the renter and a copy supplied when the room is booked. The original permit must be displayed at the time of the event.

9. EQUIPMENT

Booking, picking up and arranging equipment is the sole responsibility of the renter. All Library owned equipment must be returned in good condition to the Library staff or the renter will be held responsible for cost of repair and/or replacement

10. EXTERNAL REFERENCES

[Ontario Human Rights Code](#)

11. RELATED POLICIES

BRD-06 [Corporate Accessibility](#)

BRD-07 [Health and Safety](#)

BRD-15 [Customer Code of Conduct](#)

BRD-17 [Promotional Material and Events](#)

BRD-22 [Library Membership & Use](#)

BRD-25 [Displays and Exhibit Policy](#)

BRD-34 [Internet and Device Use](#)

This policy is available in alternative formats upon request.