Brockville Public Library

Policy Type: Operational

Policy Number: **12 - 3**

Policy Title: **Facility - 30: Community Rooms Appendix B**

Approval Date: June 23, 2025

Review Date: May 26, 2025

APPENDIX B: COMMUNITY ROOMS

The following rooms are available for public use. Attendance is defined by the room size combined with seating requirements and arrangement. Occupancy may not exceed the maximum number of people certified by the Brockville Fire Department.

Accessible washrooms are available on both floors of the Library.

Free wireless internet is available throughout the Library.

Mobile printing is an option.

The Buell Street Room has a small kitchenette with a small amount of basic equipment and utensils.

Facility use fees for before and after public access hours are $50 per hour and a minimum of $25.

ROOMS FOR RENTAL FEES	**# of Tables and Chairs**	**Kitchen**	**Fire Code Occupancy**	**Our Recommendations for Comfort and Accessibility**
BUELL STREET ROOM **Lower Level**	6 long tables 40 chairs 4 card tables 16 card table chairs	Yes	Tables & Chairs = 89 people Chairs Only = 113 people Standing = 212 people	Tables & Chairs = 50 people Chairs Only = 70 people Standing = 80 people
GEORGE STREET ROOM **Upper Level**	1 conference table 10 chairs	No	Table & Chairs = 20 people Chairs = 25 people Standing = 48 people	Tables & Chairs = 10 people Chairs = 16 people Standing = 20 people

APPENDIX B: COMMUNITY ROOMS continued…

	COMMUNITY ROOM RENTAL FEES	
BUELL STREET ROOM Lower Level	Hourly fee Minimum fee per booking (2 hours) Maximum fee per day	$20 $40 $100
GEORGE STREET ROOM Upper Level	Hourly fee Maximum fee per day	$10 $50

Brockville Public Library

Policy Type: Operational

Policy Number: **12 - 3**

Policy Title: **Facility - 30: Community Rooms Appendix A**

Approval Date: June 23, 2025

Review Date: May 25, 2025

General Liability Insurance – Brockville Public Library Community Rooms

Third party liability insurance naming the Corporation of the City of Brockville as an additional insured, is required for all events. Please select from one of the two options below:

Option 1 - **Companies/Organizations: Certificate of Insurance**

Please provide your insurance provider with the City of Brockville's standard insurance requirement information which is listed below:

Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than $5 million per occurrence / $5 million annual aggregate for any negligent acts or omissions relating to their activities/ event.

Such insurance will include, but is not limited to, bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; occurrence property damage; products; broad form completed operations; employees and volunteers as Additional Insured(s); tenants' legal liability; cross liability and severability of interest clause. Where applicable, the City will also require owners & contractors protective and/or contingent employers' liability extensions.

If applicable, the Commercial General liability insurance policy will not contain an exclusion pertaining to liquor liability. Such insurance will add the Corporation of the City of Brockville as Additional Insured subject to a waiver of subrogation with respect to the operations of the renter. This insurance will be non-contributing with and apply as primary and not as excess of any insurance available to the City.

All deductibles applicable to the above noted insurance will be the sole responsibility of the Named Insured and the City will bear no cost towards such deductible The Named Insured is responsible to keep their property/assets insured – failure to do so will not impose any liability on the City.

The Named Insured will provide The Corporation of the City of Brockville with a certificate of insurance evidencing coverage as noted above. Such policies will not be cancelled, changed or lapsed unless the Insurer notifies the City in writing at least thirty (30) days prior to the effective date of such cancellation, material change or lapse. The insurance policy will be in a form and with a company licensed to write business in the Province of Ontario and which are, in all respects, acceptable to the City.

The City also reserves the right to request additional insurance and/or higher limits of insurance or otherwise alter the types of insurance coverage requirements as the City may reasonably require from time to time.

_____ A Certificate of Insurance has been provided with this application, OR

<u>Option 2 - Individuals/Private Users: Third Party Insurance Program</u>

The Corporation of the City of Brockville coordinates a Third Party Insurance Program for low-risk users of municipal facilities. The policy covers any individual or community group renting a municipal facility to run an event or activity. This program is in place for the everyday resident who would not otherwise have insurance in place as requested above. This coverage cannot be used for corporate entities or in addition to other policies of the renter. This coverage automatically adds the municipality as additionally insured on the policy. This program is a low-cost solution to protect residents of the community and provide coverage for the person in control of the event. Renters that do not have Third Party Liability Insurance as listed above will be charged the appropriate fees based on the size and risk level of their event, under this program. Upon application acceptance, a sales summary clearly indicating the charge will be provided. Upon payment, a Memorandum of Insurance will be provided to the renter as proof of insurance.

_____ Applicant will utilize Third Party Insurance Program for Private Users

“I understand my responsibility to provide insurance through one of the options listed” initial:

_____

Brockville Public Library

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Policy Number: **12 - 3**

Policy Title: **Facility - 30**: **Community Rooms**

Approval Date: June 23, 2025

Review Date: May 26, 2025

General Policy

Community rooms in the Library bring together the resources of the Library and the activities of the community for educational, cultural, civic, recreational and charitable purposes. The Library provides inclusive and equitable community spaces. Provision of these spaces furthers the Library's vision to be 'an inclusive community where everyone is empowered to succeed'.

Brockville Public Library does not endorse the policies and beliefs of groups or individuals that use Library spaces.

Library meetings and programs are the first priority for the use of Library spaces. The Library welcomes reservations by other individuals and groups when the rooms are not in use for Library functions.

Library staff reserve the right to attend any meeting held in the Library facility.

Guidelines:

1. The Brockville Public Library:
   a. Will observe federal, provincial and municipal legislative requirements when authorizing reservations and will not knowingly permit rentals that contravene legislation.
   b. Reserves the right to accept, refuse or cancel a reservation at its discretion.
   c. Will periodically review the meeting room policy and regulations and reserves the right to amend them at any time.
   d. Authorizes the CEO, in agreement with a designated manager or coordinator, to waive regulations under appropriate circumstances.

2. The Chief Executive Officer (CEO) or delegate authorizes the use of the rooms. Considerations not addressed by this policy will be referred to the CEO.

3. Designated Library staff will be responsible for the administration of the Community Rooms Policy and maintain a reservation schedule.

4. Room reservation requests will be guided by the following:

   a. Applications are considered on a first-come, first-served basis.

   b. Two (2) of the community rooms may be rented by community members and groups. See Appendix B for rates and capacity.

   c. The rooms are primarily intended to be used for meetings, seminars and workshops. The room may be considered for small celebrations such as showers and anniversaries with the pre-approval of the CEO.

   d. Meetings/events/programs that are not suitable for the Library's physical facilities will not be approved. For example, meetings that would interfere with the proper functions of the Library by causing excessive noise, safety hazards and security risks.

   e. Room occupancy limits will not be exceeded. See Appendix B: Community Rooms.

   f. The Room Code of Use | Respect for Shared Space | Responsibility for Use document is posted in the community spaces. See back of Appendix C. Each renter will sign a copy at the time of reservation confirmation. Note that the Library's Code of Conduct | Respect for Others | Responsibility for Actions policy also applies to everyone using the meeting spaces. See Facility 12 – 1.

   g. Brockville Public Library is not responsible for liability claims arising from the use of the facility, including lost or stolen articles.

5. All required information will be completed on the Community Room Rental Agreement & Invoice Form. See Appendix C. Payment of the rental fee will be made no later than five (5) business days before the event in order to secure the booking. Unpaid reservations will be cancelled by the Library. Payment may be made by cash, cheque, credit or debit. NSF charges will be applied to returned cheques.

6. The Community Room Rental Agreement & Invoice form must be signed by an adult (individual or representative of an organization) who is nineteen (19) years of age or older. This individual is responsible for the facility reservation and the actions of the attendees. The person signing the form is legally and financially responsible for any loss or damage of property, including damage to the facility and excessive clean-up costs.

7. In the case of groups, the official name of the organization will appear on the Community Room Rental Agreement & Invoice form.

8. A primary contact must be named on the Agreement and must be present during the entire meeting. The clearance of the room under conditions of fire or other emergencies is the responsibility of the primary contact.

9. Reservations may not be transferred or assigned to another individual or group.

10. Changes to a reservation must be requested at least forty-eight (48) business hours in advance of the rental time. Cancellations within forty-eight (48) business hours prior to the scheduled rental time will result in forfeiture of the room rental fee.

11. The Library reserves the right to cancel any reservation due to unforeseen circumstances or to relocate a scheduled rental if circumstances warrant. In the event of a Library building or weather-related emergencies the Library will cancel a reservation. See Facility 12 – 9.

12. Presentation equipment may also be rented from the Library in conjunction with a room rental for an additional fee. See Appendix D: Equipment Rental Agreement & Invoice.

13. Fees for the rental rooms are waived for Library collaborative and Library co-partnered events, meetings and programs. City of Brockville departments and administration may use the meeting spaces free- of-charge but are subject to the first come, first serve protocol.

14. Proof or purchase of General Liability Insurance is required to rent Library spaces. See Appendix A.

15. Renters must allow for set-up and take-down within the paid reservation time slot. Extra costs will be invoiced to renters that remain past their reserved time and/or delay the closing of the Library.

16. Start times earlier and later than the Library's meeting room hours schedule may be considered with pre-approval by the CEO. See Appendix B. There is a fee for accessing the rooms beyond the times available as outlined in Appendix B. Such requests must be received five (5) business days in advance of the reservation.

17. Renters are responsible for room set-up and cleanup and should request a review of the room condition with a Library employee prior to leaving the Library. Prior to the meeting, the renter must check in at the customer service desk and the room will be inspected by the renter and a Library employee to assess the "as rented" condition. Problems or damage will be noted on the Community Room Rental Agreement & Invoice form, and initialled by both parties.

18. Exit doors must be kept free from obstruction.

19. Use of materials or decorations on the walls requires prior approval.

20. Non-alcoholic refreshments and food may be served in the community rooms.

21. Storage space for individuals/organizations between multiple reservations is not available.

22. Renters may charge admission to their events. Renters are responsible for registration, ticket sales and monitoring admission. Registration and admission tables will be located inside the rented space.

23. Selling of goods and services must be pre-approved by the CEO.

24. Unlicensed lottery or raffle activities are not permitted in the Library facility.

25. Movies shown at BPL must have the appropriate public performance rights for screening. Obtaining the license and all applicable fees are the responsibility of the renter. Proof of public performance rights and a site license will be provided to BPL prior to screening a movie.

26. The Library will display publicity and signs provided by the renting individual/organization. The publicity must not give the impression that the Library sponsors the event. All signs must be professional, located at the discretion of the Library, and will be removed immediately after the meeting.

27. Appeals around the meeting room policy will be considered. An individual/organization wishing to file an appeal will make a written submission to the CEO who will respond in writing. If the response is deemed as unacceptable, a written submission for consideration may also be addressed to the Library Board. The Library Board will review the request and notify the organization or individual of their decision in writing. The Board's decision is final.

Board Motion Number Date:

Signature of Board Chair _____

Sources: Perth Union Public Library
North Grenville Public Library
City of Brockville
Brockville Museum