

North Grenville Public Library (NGPL)

Rates, Terms and Conditions for Rental and Use of Facilities

Last reviewed July 2023

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Facilities / Rooms Descriptions

- The Tallman Room is for larger meetings and events. There is a screen and projector, 7 tables and 45 chairs. The room capacity is 28 for table + chairs (with some flexibility), 45 for chairs only, and 60 for standing only (without tables and chairs). An adjoining kitchenette and small vestibule are available for use. A screen, projector and flipchart can be set up for use as needed.
- The Carnegie Room is for tutoring, exam invigilation (proctoring) and small meetings (maximum of 4 people). There is a computer for exam invigilation.
- The Quiet Study room is open to members of the community for the purposes of studying or participating in online education or meetings. It includes two tables and six chairs, although there are rarely more than two people in it. Further terms are below.
- Free Wifi with no password requirement is available throughout the library.

Rates for Rooms and Insurance

- The rates below apply to persons who are holding events or meetings for invited participants only. Public events are generally free of charge and may be promoted by the North Grenville Public Library (NGPL) via its various platforms. Private events may also be promoted by NGPL upon request of the persons responsible.

- Rates are subject to the discretion of the CEO, or his/her delegate, who may take special considerations into account.

Tallman Room

- Note: All-day rates are generally based on 5 hours at a given rate.

| Use of Room | Rate for Residents | Rate for Non-Residents |
|--------------------------------------------------------------------------------------|--------------------|------------------------|
| Local clubs/organizations (service clubs, minor sports, local charities) | \$20 per hour | \$25 per hour |
| Non-Profit organizations (school boards, health unit, police, social services, etc.) | \$25 per hour | \$30 per hour |
| For-profit businesses/individuals | \$30 per hour | \$35 per hour |

Carnegie Room

- Notes: All-day rates are generally based on 5 hours at a given rate. There is limited availability at this time, but we will accommodate as possible.

| Use of Room | Rate for Residents | Rate for Non-Residents |
|-------------------------------------------------------------------------------------|---------------------------|---------------------------|
| Local clubs/organizations (service clubs, minor sports, local charities) | \$10 per hour | \$15 per hour |
| Non-Profit organizations (school boards, health unit, police, social services etc.) | \$15 per hour | \$20 per hour |
| Exam Invigilation (see Appendix A) | \$30 +postage if required | \$35 +postage if required |
| Tutoring for Profit (as opposed to volunteer tutoring) | \$10 per hour | \$15 per hour |
| Other for-profit businesses | \$20 per hour | \$25 per hour |

Quiet Study Room (no cost)

- Check in at the front desk before entering.
- Available for walk-ins; some exceptions made for booking ahead.
- For public use, to study or to participate in online education or meetings, especially for those with connectivity issues at home.
- NOT intended for private tutoring or other for-profit activities.
- One hour per use normally, unless otherwise arranged with library staff.
- One person or one group per use normally, unless otherwise arranged with library staff.
- Staff will monitor to ensure appropriate use.

Insurance Rate (Gameday Insurance)

- Applies to private groups where there is no direct involvement by library staff.

| Type of Event | # Participants | Premium |
|-------------------------|----------------|---------------------------------|
| Meetings –Flat Rate | 1-250 | \$2.70 per meeting – max. 1 day |
| 2-3 Day Meetings | | Twice daily rate |
| 4-5 Day Meetings | | Triple daily rate |
| Annual Monthly Meetings | | Five Times meeting rate |

Terms and Conditions for Use by Community Groups

Community groups and community members may use the room for approved public programming or events, working with NGPL staff to ensure that all safety requirements are met. The below Terms and Conditions for Paid Rentals apply, with the exception of the rental costs. There may be some discretionary allowance by the CEO based on a given group's needs. For events open to the community that align with the library's mandate, the fee may be waived. For closed events, the fee schedule applies.

Terms and Conditions for Paid Rentals

- 1) These Terms and Conditions are subject to the interpretation and authority of the Library CEO, hereafter referred to as the CEO, or his/her delegate.
- 2) Application for use of either room must be made on the NGPL Facility Rental Agreement form. This can be filled out over the phone where an online option is not possible. The person renting the facility must be 18 years of age or older and assumes responsibility for the facility reservation and actions of their guests, hereafter referred to as the Lessee.
- 3) The Lessee or his/her/their delegate must be present at the function at all times. The Lessee is legally and financially responsible for any loss or damage of property, including damage to the facility, that may be incurred, as well as the good conduct and sobriety of the persons attending the event.
- 4) Reservations may be confirmed with as much advance notification as possible and shall be on a first-come first-served basis. All tentative bookings will be held for one week only.

- 5) A damage/security deposit of up to \$50.00 may be required for a facility rental, at the discretion of the CEO. Rentals can be paid prior to or on the day of the event, by cash, cheque, debit/credit or e-transfer. Post-dated cheques are not accepted.
- 6) In the event that damage to the facility or its equipment should exceed the assigned damage / security deposit, additional charges may be assessed by the CEO.
- 7) The Municipality shall furnish light, reasonable temperature control, and janitorial services incidental to ordinary building usage.
- 8) Lessee and their guests may only use those facilities or equipment specifically designated on the Rental Agreement form.
- 9) Set-up and take-down is the responsibility of the Lessee but will be supported by staff, in particular as concerns specialized library equipment. The rooms must be put back in the original set-up.
- 10) Storage facilities are not available for Lessee's use. Items may not be left after the facility rental period without the expressed written permission of the CEO.
- 11) The facility should be left in the condition that it was found. Trash should be left in areas designated by facility staff. If, after an activity, additional janitorial maintenance is required (other than the normal cleaning process), the Lessee will be charged accordingly. This assessment is at the sole discretion of the Municipality.
- 12) No alcohol is allowed in either room. There may be very limited exceptions where a Special Occasion Permit may be allowed, with the approval of the CEO, Library Board and Municipal Council (required for "events of municipal significance").
- 13) Smoking is prohibited in all Municipal facilities.
- 14) No catering is allowed in the Carnegie Room and no kitchen facilities are available. Catering is allowed in the Tallman Room.
- 15) Unlicensed lottery activities are not permitted in Municipal facilities.
- 16) Election-related use of the rooms must follow library and municipal elections policies.
- 17) Groups composed of ages eleven and under are required to be supervised by one adult for every ten children at all times while they are using the facility. Groups composed of

ages twelve through seventeen may be required to be supervised by two adults for each fifteen youth at all times while using the facility, at the discretion of the CEO.

- 18) The Municipality of North Grenville is not responsible for any loss or damage to property owned by the Lessee or event attendees.
- 19) Facility User Group Insurance is required either by purchase from the Library or by providing a rider from the insurance company naming the Municipality of North Grenville.
- 20) Commercial General Liability Insurance may be required for events with significant risk, as deemed necessary by the CEO.
- 21) Library chairs, tables or other equipment are available for use only within the building areas except with the written permission of the CEO.
- 22) Any decorating, covering, or changes to the facility should be discussed at the time of the rental application and put in writing as a part of the agreement. The use of highly adhesive tape, nails, staples, screws, etc. on walls, tables or other equipment/facility is not permitted. Masking and lightweight tape, if used, must be removed following the event.
- 23) Placement and arrangement of equipment or property owned, borrowed or rented by the Lessee requires written approval of the CEO and should be defined, whenever possible, as a part of the Rental Agreement.
- 24) All exits must be kept clear from obstruction at all times.
- 25) All equipment, merchandise and/or supplies delivered by or for the Lessee to the facility shall remain solely at the risk of the Lessee. The Library shall not be responsible for the care or safekeeping thereof or any damages thereto by any cause whatsoever, unless otherwise expressly provided for in writing by the Library.
- 26) Facilities must be vacated no later than the time stipulated on the application. Additional fees will apply for failure to comply.
- 27) No animals are permitted in Municipal facilities (exempting service animals), except as provided for as part of a special authorized program and having written permission of the CEO.
- 28) Library or Municipal Staff shall have the right to enter all rooms, at all times, during rental occupancy.

- 29) The Lessee and their guests shall comply with all applicable Municipal by-laws as well as Provincial and Federal laws and regulations and any specific use regulations.
- 30) The North Grenville Public Library may at any time cancel a rental agreement/function where:
- a. The Lessee fails to control unruly behaviour during an event;
 - b. The Lessee or their guests interfere with Library services;
 - c. The facility is required for Municipal purposes;
 - d. The rental was obtained by misrepresentation or transferred without authority;
 - e. For a period that the condition of the grounds, building, or equipment is judged unacceptable by the Library or its agents;
 - f. The facility required technical or emergency repairs which cannot be performed at any other time; or
 - g. Unforeseen circumstances arise.
- 31) In the event of contravention of the Rental Agreement or these Terms and Conditions by a Lessee or their guests, the North Grenville Public Library may revoke the Rental Agreement forthwith or may refuse to allow subsequent requests to use the facilities by the Lessee. Any and all actions taken in regard to violations shall not be appealable and there shall be no refund of monies paid to the Library for rental and use of the facilities including forfeiture of the damage / security deposit.