



POLICY

Policy Name	Meeting Rooms		
Section & Number	Board – G-05	Effective Date	1985-01-10
Motion Number	2026-89	Last Review	2026-09-17
Author	Business Administrator	Next Review	2030
Policy Maintenance	Reviewed by Management		

Policy Statement

Through this policy, the St. Catharines Public Library (SCPL) Board establishes the practices and procedures governing the rental and use of SCPL meeting rooms.

The Board supports the right of free expression by making SCPL meeting rooms available to individuals, groups and organizations whose programs and activities are consistent with the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code, the Ontario Anti-Racism Act and other applicable laws.

Scope

Meeting rooms are provided first for SCPL and SCPL related programs and meetings. After those needs have been met, meeting rooms may be booked by individuals, groups and organizations for meetings and cultural, educational and community activities and to generate revenue for SCPL, as permitted allowed by *The Public Libraries Act, R.S.O. 1990, c. P.44*.

Permission to use these meeting rooms does not imply any endorsement of the aims, policies or activities of any group or individual.

SCPL does not rent meeting rooms for:

- Private social functions such as parties or fundraisers;
- Business activities such as trade exhibitions and promotion and sale of products or services; or
- Programs that are not suited to SCPL's physical facilities and family oriented atmosphere.

Definitions

Organizer means the individual or legal entity that makes or authorizes a booking and, where a booking is made for or on behalf of a group, organization or event, includes that group or organization and the individual authorized to make the booking and accept this Policy on its behalf.

Meeting Rooms means the spaces within SCPL facilities designated by SCPL for meetings, programs and other permitted gatherings.

Regulations

1. Every Organizer, and all individuals attending or participating in the Organizer's booking, must comply with the SCPL Code of Conduct, all applicable laws and by-laws, the *Ontario Human Rights Code*, the *Criminal Code of Canada*, the *Ontario Anti-Racism Act* and the Canadian Charter of Rights and Freedoms.
2. Bookings are to be made online using the booking application available at myscpl.ca. Acceptance or refusal of a specific booking shall be at the discretion of SCPL. A booking is not confirmed unless an individual who is at least eighteen (18) years of age and authorized to bind the Organizer affirmatively accepts this Policy, including its insurance, release and indemnity provisions, through the online booking process. SCPL shall retain an electronic record of that acceptance, including the identity of the person accepting the Policy, the date and time of acceptance, and the version of the Policy accepted.
3. Room and equipment fees are charged in accordance with Rental Schedule in Appendix A. Not for profit groups and organizations, i.e. community groups or registered charities, will be given a discount for room rentals. If not for profit groups charge admission or request donations, the full rate will apply. Organizers must provide proof of not-for-profit status to receive the discount. At the discretion of SCPL, rental charges may be waived if a group or organization's activities are in partnership with SCPL.
4. If SCPL is unable to provide the premises for use due to matters beyond SCPL's control, the booking shall be terminated and a refund of rental fees it has paid SCPL will be provided. The Customer will waive any claims for damages or compensation on account of such termination beyond the fee refund.

5. The Organizer shall, at its sole cost and expense, procure and maintain occurrence-based Commercial General Liability insurance with limits of not less than Five Million Dollars (\$5,000,000 CAD) per occurrence and not less than Five Million Dollars (\$5,000,000 CAD) in the annual aggregate, covering bodily injury, including death, personal injury, property damage, contractual liability and tenant's legal liability arising out of or in connection with the Organizer's activities, occupancy or use of the premises, including all preparation, setup and teardown activities and the acts and omissions of the Organizer's employees, volunteers, contractors, invitees and participants.

As a condition precedent to occupying or using the premises, the Organizer shall provide SCPL with a current Certificate of Insurance and a copy of the applicable additional-insured endorsement evidencing the required coverage. The St. Catharines Public Library and The Corporation of the City of St. Catharines shall each be named as an additional insured, but only with respect to liability arising out of the Organizer's activities, occupancy or use of the premises.

The required insurance shall:

- be issued by an insurer licensed or authorized to conduct business in the Province of Ontario;
- remain in full force and effect throughout the booking period and during all preparation, setup, occupancy, use and teardown activities;
- be primary and non-contributory with respect to any insurance maintained by SCPL or the City;
- include cross-liability and severability-of-interests provisions and a waiver of subrogation in favour of SCPL and the City; and
- provide that the insurer will endeavour to give SCPL not less than thirty (30) days' prior written notice of cancellation, non-renewal or material reduction in coverage, to the extent such notice is available under the policy. Whether or not the insurer provides such notice, the Organizer shall notify SCPL in writing immediately, and in any event within two (2) business days, after the Organizer becomes aware of any actual or proposed cancellation, non-renewal, lapse or material reduction in coverage.

The Organizer shall provide updated Certificates of Insurance and endorsements upon renewal and at any time upon SCPL's reasonable request. Upon request, the Organizer shall also provide a certified copy of the relevant

policy or policy provisions. SCPL's review or acceptance of any evidence of insurance does not waive the Organizer's obligations or constitute confirmation that the insurance complies with this Policy. The Organizer shall be responsible for all deductibles. The required insurance does not limit or reduce the Organizer's obligations or liability under this Policy.

6. If the Organizer does not otherwise maintain the required liability insurance, and if the Organizer and the proposed activity are eligible, the Organizer may obtain coverage through SCPL under the BFL Facility User Insurance Program, subject to the program's terms, exclusions, conditions, eligibility requirements and availability. The applicable premium shall be added to the rental fees and paid in full before any access to or use of the premises. Coverage under the program satisfies this Policy only if SCPL confirms in writing that it provides the required limits, additional-insured status and endorsements. Such coverage does not limit or reduce the Organizer's obligations or liability under this Policy.
7. Where the nature of the Organizer's activities involves professional services, advice, counselling, health or social services, or the collection, use, storage or disclosure of personal or confidential information, SCPL may require the Organizer to maintain professional liability/errors and omissions insurance and/or cyber/privacy liability insurance in a form and amount satisfactory to SCPL acting reasonably. The Organizer shall provide satisfactory evidence of any required coverage before accessing or using the premises.
8. To the fullest extent permitted by law, the Organizer assumes the risks inherent in its activities, occupancy and use of the premises and releases SCPL, its Board members, officers, employees, agents and volunteers, and the City, its elected officials, officers, employees, agents and volunteers, from claims for loss of or damage to the property of the Organizer or its employees, volunteers, contractors, invitees or participants, except to the extent caused by the negligence or willful misconduct of the person or entity seeking the benefit of this release.
9. To the fullest extent permitted by law, the Organizer shall indemnify, defend and hold harmless SCPL, its Board members, officers, employees, agents and volunteers, and the City, its elected officials, officers, employees, agents and volunteers (collectively, the "Indemnified Parties"), from and against all claims, demands, actions, proceedings, liabilities, losses, damages, fines, penalties, costs and expenses, including reasonable legal fees, arising out of or relating to:
 - a) any breach of this Policy or the booking terms by the Organizer;

- b) any negligent or wilful act or omission of the Organizer or any of its employees, volunteers, contractors, invitees or participants; or
- c) the Organizer's activities, occupancy or use of the premises, including preparation, setup and teardown;

except to the extent caused by the negligence or wilful misconduct of the Indemnified Party seeking indemnification. These obligations survive completion, cancellation, or termination of the booking.

10. SCPL reserves the right to attend any meeting held in its facilities. SCPL may terminate an individual's or group's right to the use of the premises if:

- a) SCPL becomes aware of a use contrary to law.
- b) The Organizer does not satisfy insurance requirements.
- c) The Organizer has misrepresented anything in the Meeting Room Application Form.
- d) The Organizer has misrepresented the event as a SCPL or SCPL partnership program.
- e) There is a likelihood of harm to any person or property.
- f) The Organizer has previously misused the premises or other SCPL facilities or has failed to pay any fees owing to SCPL.

Responsibility

The Organizer renting a meeting room is responsible for:

- i. Ensuring all fire protocols are followed including evacuating the room in case of a fire alarm or other emergency.
- ii. Obtaining all licenses, permissions, and clearances required for the use of any materials in connection with the Event, including music, films, audiovisual content, and other copyrighted materials, and for paying any associated licensing fees or royalties.

Organizers hosting a publicly advertised program or event must clearly identify themselves as the sponsor in all promotional materials. Advertisements may not imply endorsement by SCPL of the program's content. All materials must include the following disclaimer: This program/event is not sponsored by the St. Catharines Public Library. SCPL does not necessarily advocate for or endorse the views expressed by the Organizers or participants.

Operational Guidelines

Use of SCPL Meeting Rooms

1. Meeting rooms are available for rent at the Central Branch, Dr. Huq Family Branch and Merritt Branch during regular operating hours; except on Sundays.
2. Bookings may be made up to 90 days in advance.
3. All meeting rooms must be vacated, at least 15 minutes before the Branch closes.
4. Meeting rooms must be left in a clean and orderly condition. All garbage must be placed in the designated waste containers.
5. Smoking and alcohol consumption are not permitted.
6. The use of open flames, smoke, or odour produced by burning aromatic substances such as candles is strictly prohibited. Smudging must be requested at the time of application and is only permitted in the Rotary Room or Bankers Room at the Central Branch.
7. Use of the kitchen facilities and any equipment must be requested at the time of application. Use of the kitchen is for serving non-alcoholic beverages and light refreshments only. SCPL does not supply dishes or utensils.
8. A baby grand piano, located in the Mills Memorial Room, may be booked for events and practice. Bookings should be made in advance. SCPL follows a regular piano tuning program. However, if piano tuning is requested by a group or individual, arrangements must be made through SCPL at the time of the booking. The current rate for tuning will be charged.
9. Any promotional material for meetings or activities using rented space at SCPL must not misrepresent or imply that event is SCPL sponsored. SCPL logo cannot be used. Distribution of promotional material in SCPL is not permitted, except for requesting inclusion on any community events displays.

Bookings, Fees, Payment, Cancellations and Refunds

1. Groups must designate a contact person using the booking application available at myscpl.ca.
2. Meeting rooms are booked using the booking application available at myscpl.ca. SCPL reserves the right to limit the number of bookings.

3. Payment must be made in advance. A group may request an invoice; but all invoices must be paid in advance. SCPL accepts cash, debit, credit, and e-transfers.
4. To receive a full refund, cancellations for room bookings must be reported at least 48 hours in advance. There will be no refunds for cancellations within 48 hours of booking start time.
5. SCPL will not accept new bookings and will cancel existing room bookings for groups that have invoices outstanding for 45 days or more. Those accounts will be turned over to a collection agency.

Appendix

Appendix 1 - Room and Equipment Rental Fee Schedule

Appendix 1

Room and Equipment Rental Fee Schedule

I. Room Rental Fees

Room	For Profit Price per Hour (Before Taxes and Insurance)	Not for Profit Price per Hour (Before Taxes and Insurance)
Mills Memorial Room at Central Branch (100 max. capacity)	\$30.00	\$20.00
Rotary/Bankers Room at Central Branch (60 max. capacity)	\$30.00	\$20.00
Rotary Room at Central Branch (30 max. capacity)	\$15.00	\$10.00
Bankers Room at Central Branch (30 max. capacity)	\$15.00	\$10.00
Kiwanis & Trust Room at Central Branch (10 max. capacity)	\$15.00	\$10.00
Dr. Huq Branch Meeting Room (20 max. capacity)	\$15.00	\$10.00
Merritt Branch Program Room (40 max. capacity)	\$30.00	\$20.00
Merritt Branch Meeting Room (10 max. capacity)	\$15.00	\$10.00

II. Equipment Rental Fees *

Equipment	Rate (Before Taxes)
Piano	\$10.00 per Hour
Laptop	\$30.00 per Rental
Owl Camera	\$25.00 per Rental
Sound System (with Microphone)	\$40.00 per Rental
Kitchen Rental	\$5.00 per Rental
* Equipment is subject to availability at each location.	