

POLICY: AUDITORIUM, MEETING ROOM AND THEATRE RENTAL

SECTION: II – General Policies – Miscellaneous

MOTION#/DATE: 99 - 104 – September 21, 1999
02 - 11 – January 21, 2002
02 - 125 – July 15, 2002
10 - 061 – April 12, 2010
11 - 149 – November 21, 2011

Effective Date

April 2, 2012

1. Authority under the Public Libraries Act

The Public Libraries Act (R.S.O. 1990, Chapter P. 44) of the Province of Ontario authorizes public library boards to make rules regulating all matters connected with the management of the library and library property [s. 23(4)]; and authorizes a board to impose such fees as it considers proper for the use of parts of a building that are not being used for public library purposes [s. 23(3)(b)].

2. Purpose

2.1 The meeting rooms, auditoriums and theatres of Toronto Public Library are made available to individuals and groups whose primary purpose is the promotion of cultural, educational and community activities. Community and commercial use will be permitted when the facilities are not required for the service or administrative functions of the Library.

2.2 Priority for the use of these facilities is as follows:

- Library programs, co-sponsored programs and other library purposes;
- library related groups;
- non-profit community groups and organizations;
- City of Toronto departments, agencies, boards and commissions;
- charitable organizations;
- others, e.g. commercial groups.

[2.3 The use of Library meeting rooms by Councillors is dealt with in the Councillor Use of Library Space Policy.](#)

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3. Fees

3.1 There are two categories of fees as specified in Appendix 1:

- non-profit;
- commercial.

3.2 Room rental fees are waived for:

- ~~meetings involving members of the public convened and attended by City of Toronto Councillors, excluding election meetings;~~
- departments of the City of Toronto at which City staff are always in attendance;
- meetings of Toronto Public Library Worker's Union Local 4948 - CUPE;
- agencies, boards and commissions of the City of Toronto at which staff are always in attendance;
- library associations;
- the Ontario Ministry responsible for public library service;
- literacy and ESL tutors who do not charge fees for service;
- co-sponsored programs.

3.3 The schedule of fees will be reviewed regularly.

4. Conditions of Use

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

4.2 All meetings must be conducted in a manner consistent with the Board's *Rules of Conduct*, and according to the *Regulations of Use*, as may be amended from time to time.

4.3 No games of chance, including bingo and lotteries, are permitted.

4.4 Charitable fundraising is not permitted on Library property unless authorized by the Board.

- 4.5 Library staff must have access to facilities at all times and may attend free of charge any event, meeting or course held on Library premises for the purpose of auditing or reviewing compliance with Board policies.
- 4.6 Birthday parties, receptions, weddings and similar social events may be accommodated in designated locations, subject to the *Regulations of Use*.
- 4.7 Sales of goods are not permitted unless authorized by the Board.

5. Denial of Use

- 5.1 The Library reserves the right to deny or cancel a booking as may be determined by the following statements:
 - use will be denied for a purpose or action, in the Library's opinion, that is contrary to the law or the Library's Rules of Conduct;
 - 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;
 - use will be denied to individuals, clubs, groups and organizations intending to establish the Library as a permanent location for their activities, including establishing offices in library meeting rooms.
- 5.2 Applicants who are denied permission to use these facilities may, upon written request, have the decision reviewed by the City Librarian, whose decision shall be final.

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Related Policy: The Bram ~~&and~~ Bluma Appel Salon at the Toronto Reference Library Rental Policy and Fee Schedule; [Councillor Use of Library Space](#); [Municipal Election Campaign](#)

Appendix 1

Fee Structure

Type of Facility	Charge For Non-Profit	Charge for Commercial
Meeting Rooms and Auditoriums	\$20/hr Auditoriums – prime locations* \$70/hr	\$120/hr Auditoriums – prime locations* \$135/hr
Theatres	Fairview & York Woods \$400/day** Palmerston \$200/day **	All locations \$150/hr
*prime locations are Toronto Reference Library, North York Central Library, and Lillian H. Smith ** non-profit theatre rates to be phased in over 3 years, 2012 – 2014.		

- Rates quoted are for the open hours of the requested library. Security costs will apply for all bookings outside the hours of operation of the respective location. There may be an additional charge for security/custodial services.
- All rates exclude applicable taxes such as HST.
- \$30 set-up and breakdown fee standard for all users at Toronto Reference Library. Rates at Toronto Reference Library apply to Beeton Auditorium, Beeton (East) Meeting Room and Beeton (West) Meeting Room.
- Other equipment available at some locations for an additional charge.