

**POLICY: AUDITORIUM, MEETING ROOM AND THEATRE RENTAL**

**SECTION: II - General Policies**

**MOTION#/DATE: 99 – 104 – September 21, 1999**

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Toronto Public Library guarantees the right of free expression by making available its auditoriums, meeting rooms and theatres to all individuals, groups and organizations whose programs are consistent with the intent of the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code and the Ontario Policy on Race Relations.

**1. Authority under the Public Libraries Act**

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

**2. Purpose**

2.1 The meeting rooms, auditoriums and theatres of Toronto Public Library are made available by the Board for the purposes of promoting cultural, educational and community activities. Community 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 staff meetings
- \$ Library related groups
- \$ Non-profit community groups and organizations
- \$ City of Toronto departments, agencies, boards and commissions
- \$ Charitable organizations
- \$ Others, e.g. commercial groups

### 3. Fees

3.1 There are two categories of fees:

- \$ Non-profit
- \$ Commercial

3.2 Room rental fees are waived for:

- \$ Public meetings of City of Toronto Councillors, excluding election meetings
- \$ City of Toronto departmental meetings at which Councillors or City staff are in attendance
- \$ Meetings of agencies, boards and commissions of the City of Toronto
- \$ Meetings of library associations and library related groups (Library-related groups are defined as groups whose membership includes library staff acting in an official capacity as library representatives.)
- \$ Meetings of the Heritage and Libraries Branch of the Ministry of Citizenship, Culture and Recreation
- \$ Literacy and ESL tutors who do not charge fees for service

3.3 The schedule of fees will be reviewed annually.

### 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 *Rules and Regulations for the Use of Library Facilities*, as may be amended from time to time.

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

- 4.4 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.
- 4.5 Posted room capacities must be respected.
- 4.6 The serving, sale or consumption of alcohol is not permitted by any external group booking Library facilities. (This policy will be reviewed for consistency with emerging City policy.)

## 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 that is contrary to the law.
  - § 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 clubs, groups and organizations intending to establish the Library as a permanent location for their activities.
- 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.