



To: Toronto Public Library Board – January 21, 2002

From: City Librarian

Subject: **Auditorium, Meeting Room and Theatre Rental Policy**

Purpose:

To provide the Toronto Public Library Board with recommendations to support the implementation plan for the Library's *Auditorium, Meeting Room and Theatre Rental Policy*.

Funding Implications and Impact Statement:

The proposed fee structure has no funding implications, as there is no net impact on gross revenue or costs.

Recommendations:

It is recommended that the Toronto Public Library Board:

- (1) Adopt the revised policy and fee structure to support the implementation plan of the Library's *Auditorium, Meeting Room and Theatre Rental Policy*;
- (2) Request that staff report to the Board in 2004 on the impact of the policy on groups that use the Library's facilities; and
- (3) Request that staff report to the Board in 2004 on the financial impact of the policy and fee structure.

Background:

At the November 1998 Library Board meeting, the Library Board received an information report on the harmonized Room Rental Policy.

In 1999 the Library Board approved the *Auditorium, Meeting Room and Theatre Rental Policy*.

**Policy Highlights**

**Recommended Fee Structure:** A staff review of alternatives discussed at the November Board meeting has concluded that the Library can operate the room booking service on a cost-recovery basis and ensure equitable access by revising the fee structure as follows:

	<b>1999 Approved</b>	<b>Current Recommendation</b>
<b>Room Rental Fee for Non-Profit Groups (Excludes auditoriums in prime locations - R&amp;R, Lillian Smith, Northern District)</b>	\$20 per hour	\$15 per hour
<b>Room Rental Fee for Commercial Groups</b>	\$70 per hour	\$90 per hour
<b>Theatre Rental Fee for Non-Profit Groups (York Woods, Fairview)</b>	\$125 per day	\$150 per day
<b>Theatre Rental Fee for Commercial Groups</b>	\$70 per hour	\$100 per hour
<b>Financial Position</b>	\$35,000	\$2,175

All other fees as approved in September 1999 are attached to this report. The existing fee structure, which reflects pre-amalgamation, is attached. No change to exemptions as presented at the November 2001 is recommended at this time.

### **Procedural Highlights - Impact of the Proposed Modified Rate Structure**

As with the previously recommended fees, more groups will continue to have access to Library facilities and more groups will be able to book outside of Library open hours.

The proposed **implementation** for the policy is **12 months after Board approval**, with a target date of **January 2003**. Until then, current processes and fee structure will be maintained across the system. As part of implementation, staff will be fully trained on the policy and extensive outreach to affected users will be conducted.

Implementation will be further supported by a systematic communication plan.

Staff are currently reviewing the City of Toronto's *Harmonized Municipal Alcohol Policy* and will bring forward a recommendation to the Board at a later date about its possible incorporation into the *Auditorium, Meeting Room and Theatre Rental Policy*.

#### Comments:

At the November meeting, the Library Board directed staff to report back regarding:

- the financial impact of alternative rates, specifically for non-profit groups, ratepayers and tenant groups;
- a further review of the \$10 rate for kitchen facilities;
- fees for community centres, both those operated by the City and operated by other agencies;
- which non-profit groups receive City of Toronto grant funding.

Requested information was distributed to Library Board members on December 21, 2001 and is included in the information report.

#### Contact:

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#### List of Attachments:

See Cover Sheet