

**POLICY:** **COMMUNITY AND EVENT SPACE RENTAL**

**SECTION:** **II – General Policies – Miscellaneous**

**MOTION#/DATE:** **xx - 2015**

---

### **Effective Date**

xx, 2015

#### **1. Purpose**

Toronto Public Library meeting rooms, auditoriums, theatres and event spaces are made available to the general public for a fee when not being used for Library purposes. The purpose of this policy is to state the fees, the underlying principles for those fees, the priorities for use and the conditions of use for community and event spaces available for rent from the Library.

#### **2. Authority under the *Public Libraries Act***

The *Public Libraries Act* (R.S.O. 1990, c. P.44) authorizes public library boards to make rules regulating all matters connected with the management of the library and library property 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.

#### **3. Rental Categories**

There are two main categories for Library space rentals: i) Community Space and ii) Event Space.

#### **4. Community Space Rentals**

The meeting rooms, auditoriums and theatres of Toronto Public Library designated for community space rental 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.

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

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

4.2 Fees

- a) There are two fees categories:
  - i. Non-profit;
  - ii. Commercial.
- b) The fees for Community Space Rentals are specified in Appendix 1.
- c) Room rental fees are waived for:
  - i. meetings involving members of the public convened and attended by City of Toronto Councilors, excluding election meetings;
  - ii. departments of the City of Toronto at which City staff are always in attendance;
  - iii. meetings of Toronto Public Library Workers' Union Local 4948 - CUPE;
  - iv. meetings of agencies, boards and commissions of the City of Toronto
  - v. library associations;
  - vi. the Ontario Ministry responsible for public library service;
  - vii. Library co-sponsored programs.
- d) The schedule of fees will be reviewed regularly.

4.3 Conditions of Use

- a) Permission to use these facilities does not imply any endorsement of the aims, policies or activities of any group or individual.
- b) All meetings must be conducted in a manner consistent with the Board's Rules of Conduct, and according to the Regulations of Use, as they may be amended from time-to-time.
- c) No games of chance, including bingo and lotteries, are permitted.

- d) Charitable fundraising is not permitted on Library property unless authorized by the Board.
- e) 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.
- f) Birthday parties, receptions, weddings and similar social events may be accommodated in designated locations, subject to the Regulations of Use.
- g) Sales of goods are not permitted unless authorized by the Library except for
  - i. food and non-alcoholic drink refreshments sold at theatres and
  - ii. books sold at author readings or book signings

#### 4.4 Denial of Use

- a) The Library reserves the right to deny or cancel a booking as follows:
  - i. 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;
  - ii. 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;
  - iii. 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.
- b) 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.

## 5. Event Space Rentals, including the Bram & Bluma Appel Salon

- a) Designated Event Spaces, as identified in Appendix 2 and Appendix 3, are made available for rental to the public for the purpose of generating revenue for the Library.
- b) The Bram & Bluma Appel Salon (the Appel Salon) is an Event Space, but has a distinct mandate, priority of use and fee schedule.

The Appel Salon's dual mandate is: to provide a large, central public space through which the Library can deliver accessible and rich cultural and literary programming and events that encourage civic discourse and community engagement; and, to generate revenue through private rentals that will support the Salon's operation and provide re-investment funds for the ongoing development and maintenance of the Toronto Reference Library.

### 5.1 Priority of use:

- a) Toronto Public Library and Toronto Public Library Foundation will have priority for use of Event Spaces for the purpose of providing Library service or conducting Library or Foundation business but such access must be balanced with revenue generating rentals

### 5.2 Fees

- a) For Event Spaces fees are waived for the Toronto Public Library and the Toronto Public Library Foundation when space is used for the purpose of conducting Library or Foundation business.
- b) For Event Spaces, except the Appel Salon, fees are specified in Appendix 2.
- c) For the Appel Salon, there are two fee categories:
  - i. Private/commercial
  - ii. Discounted: registered charitable organizations, incorporated non-profit organizations, and City of Toronto corporate events.
- d) The fees for the Appel Salon are specified in Appendix 3.
- e) The schedule of fees for Event Spaces, including the Appel Salon, will be reviewed regularly.

### 5.3 Conditions of Use

- a) Permission to use these facilities does not imply any endorsement of the aims, policies or activities of any group or individual.
- b) All meetings and events must be conducted in a manner consistent with the Board's Rules of Conduct, and according to the Terms and Conditions for the Use, as they may be amended from time-to-time.
- c) 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.

### 5.4 Denial of Use

The Library reserves the right to deny or cancel a booking as follows:

- a) use will be denied for a purpose or action that, in the Library's opinion, is contrary to the law or any of the Library's policies;
- b) 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;
- c) use will be denied to clubs, groups and organizations intending to establish the Library as a permanent location for their activities
- d) use will be denied where the primary purpose of the event is gaming or games of chance.

### **Accountability**

**The Director, Branch Libraries and Director, Research and Reference Libraries** are responsible for ensuring the policy is implemented and enforced.

## Appendix 1

### COMMUNITY SPACE RENTAL FEE SCHEDULE

| Type of Facility                         | Fee for<br>Non-Profit  | Fee for<br>Commercial   |
|--|--|---|
| <b>Meeting Rooms<br/>and Auditoriums</b> | \$21.22/hr<br><br>North York Central<br>Library Auditorium<br>\$74.28/hr     | \$40.00/hr<br><br>North York Central<br>Library Auditorium<br>\$143.25/hr |
| <b>Public Space in Branches</b>          | \$150.00/hr  | \$150.00/hr   |
| <b>Theatres</b>                          | Fairview<br>and York Woods<br>\$409.00/day<br><br>Palmerston<br>\$204.50/day | All locations<br>\$159.20/hr  |

- Rates quoted are for the open hours of the requested Library. Security costs will apply for all bookings outside open hours of the relevant location. There may be an additional charge for security/custodial services.
- All rates exclude applicable taxes such as HST.
- Other equipment is available at some locations for an additional charge.

## Appendix 2

### EVENT SPACES (EXCEPT FOR THE APPEL SALON) RENTAL FEE SCHEDULE

| Event Space   | Rental Fee | Rental Period |
|---|------------|---------------|
| <b>Fort York Branch</b>   | \$4,500    | 8hrs          |
| <b>Bloor Gladstone Branch</b>   | \$5,000    | 8hrs          |
| <b>Scarborough Civic Centre Branch</b>                                    | \$3,800    | 8hrs          |
| <b>TRL - First Floor</b>  | \$7,500    | 8hrs          |
| <b>TRL - Second Floor</b>   | \$4,500    | 8hrs          |
| <b>TRL – TD Gallery</b>   | \$1,200    | 8hrs          |
| <b>TRL – Fifth Floor</b>  | \$2,800    | 8hrs          |
| <b>TRL – Boardroom</b>  | \$ 950     | 8hrs          |
| <b>TRL – The Marilyn &amp; Charles Baillie Special Collections Centre</b> | \$1,500    | 5hrs          |
| <b>TRL – Meeting Room A2</b>  | \$ 450     | 6hrs          |
| <b>TRL – Meeting Room A3</b>  | \$ 450     | 6hrs          |
| <b>TRL – Beeton Auditorium</b>  | \$1,000    | 8hrs          |
| <b>NYCL - Boardroom</b>   | \$ 850     | 8hrs          |

**Appendix 3****The Bram & Bluma Appel Salon Rental Fee Schedule**

- All fees include setup/teardown time and are subject to applicable sales and goods & services tax.
- Fees include use of the Salon's inventory of table and chairs
- Extended access will be granted as needed and is subject to an hourly rate consistent with room rental + additional labour costs
- Additional charges apply for audio visual equipment, services and technical support
- Noise restrictions apply on the outdoor terraces after 11 pm daily.
- Public Holidays include: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Simcoe Day, Labour Day, Thanksgiving Day, Christmas Day, Boxing Day.
- The Novella Room is available for short-term 4 hour rentals at a fee of \$450.00 for Private/Commercial and a fee of \$225 for Registered Not for Profit Charities and City of Toronto corporate events.

**Private/Commercial Rental Fees Schedule 2009****SEPTEMBER 15TH - OCTOBER  
31ST**

| <b>Day Use</b>     | <b>Access</b> | <b>Epic Hall + Prologue</b> | <b>Novella Room</b> | <b>Full Salon</b> |
|--------------------|---------------|-----------------------------|---------------------|-------------------|
| Mon - Wed.         | 8 am-4 pm     | \$1,400                     | \$600               | \$1,700           |
| Thurs - Sun        | 8 am-3 pm     | \$1,600                     | \$600               | \$1,900           |
| Holiday            | 8 am-4 pm     | \$2,700                     | \$1,080             | \$3,240           |
| <b>Evening Use</b> |               |                             |                     |                   |
| Mon-Wed            | 4 pm-1 am     | \$2,100                     | \$750               | \$2,475           |
| Thurs-Sat          | 3 pm-1 am     | \$2,500                     | \$750               | \$2,875           |
| Sunday             | 3 pm-1 am     | \$2,000                     | \$750               | \$2,100           |
| Holiday            | 4 pm-12 am    | \$4,500                     | \$1,350             | \$5,175           |

**NOVEMBER &  
DECEMBER**

| <b>Day Use</b>     | <b>Access</b> | <b>Epic Hall + Prologue</b> | <b>Novella Room</b> | <b>Full Salon</b> |
|--------------------|---------------|-----------------------------|---------------------|-------------------|
| Mon & Tues         | 8 am-4 pm     | \$1,700                     | \$600               | \$2,000           |
| Wed - Sun          | 8 am-3 pm     | \$1,900                     | \$600               | \$2,200           |
| Holiday            | 8 am-4 pm     | \$3,500                     | \$1,080             | \$4,040           |
| <b>Evening Use</b> |               |                             |                     |                   |
| Mon & Tues         | 4 pm-1 am     | \$2,700                     | \$750               | \$3,075           |
| Wed - Sat          | 3 pm-1 am     | \$3,100                     | \$750               | \$3,475           |
| Sunday             | 3 pm-1 am     | \$2,600                     | \$750               | \$2,975           |
| Holiday            | 4 pm-12 am    | \$5,700                     | \$1,350             | \$6,375           |

**JANUARY - MAY  
14TH**

| <b>Day Use</b>     | <b>Access</b> | <b>Epic Hall + Prologue</b> | <b>Novella Room</b> | <b>Full Salon</b> |
|--------------------|---------------|-----------------------------|---------------------|-------------------|
| Mon - Wed          | 8 am-4 pm     | \$1,400                     | \$600               | \$1,700           |
| Thurs & Fri        | 8 am-3 pm     | \$1,600                     | \$600               | \$1,900           |
| Sat & Sun          | 8 am-3 pm     | \$1,400                     | \$600               | \$1,700           |
| Holiday            | 8 am-4 pm     | \$2,700                     | \$1,080             | \$3,240           |
| <b>Evening Use</b> |               |                             |                     |                   |
| Mon - Wed          | 4 pm-1 am     | \$2,100                     | \$750               | \$2,475           |
| Thurs - Sat        | 3 pm-1 am     | \$2,500                     | \$750               | \$2,875           |
| Sunday             | 3 pm-1 am     | \$2,000                     | \$750               | \$2,375           |
| Holiday            | 4 pm-12 am    | \$4,500                     | \$1,350             | \$5,175           |

**MAY 15TH -  
SEPTEMBER  
14TH**

| <b>Day Use</b>     | <b>Access</b> | <b>Epic Hall + Prologue</b> | <b>Novella Room</b> | <b>Full Salon</b> |
|--------------------|---------------|-----------------------------|---------------------|-------------------|
| Mon - Wed          | 8 am-4 pm     | \$1,400                     | \$600               | \$1,700           |
| Thurs & Fri        | 8 am-3 pm     | \$1,600                     | \$600               | \$1,900           |
| Saturday           | 8 am-3 pm     | \$1,900                     | \$600               | \$2,200           |
| Sunday             | 8 am-3 pm     | \$1,700                     | \$600               | \$2,000           |
| Holiday            | 8 am-4 pm     | \$3,500                     | \$1,080             | \$4,040           |
| <b>Evening Use</b> |               |                             |                     |                   |
| Mon - Wed          | 4 pm-1 am     | \$2,100                     | \$750               | \$2,475           |
| Thurs & Fri        | 3 pm-1 am     | \$2,700                     | \$750               | \$3,075           |
| Saturday           | 3 pm-1 am     | \$3,100                     | \$750               | \$3,475           |
| Sunday             | 3 pm-1 am     | \$2,600                     | \$750               | \$2,975           |
| Holiday            | 4 pm-12 am    | \$5,700                     | \$1,350             | \$6,375           |

**Registered Not-for-Profit, Charities and City of Toronto Corporate Events  
Fee Schedule**

**SEPTEMBER 15TH - OCTOBER 31ST**

| <b>Day Use</b>     | <b>Access</b> | <b>Epic Hall &amp; Prologue</b> | <b>Novella Room</b> | <b>Full Salon</b> |
|--------------------|---------------|---------------------------------|---------------------|-------------------|
| Mon - Wed.         | 8 am-4 pm     | \$900                           | \$300               | \$900             |
| Thurs - Sun        | 8 am-3 pm     | \$900                           | \$300               | \$950             |
| Holiday            | 8 am-4 pm     | \$1,350                         | \$540               | \$1,620           |
| <b>Evening Use</b> |               |                                 |                     |                   |
| Mon-Wed            | 4 pm-1 am     | \$1,050                         | \$375               | \$1,237.50        |
| Thurs-Sat          | 3 pm-1 am     | \$1,250                         | \$375               | \$1,437.50        |
| Sunday             | 3 pm-1 am     | \$1,000                         | \$375               | \$1,050.00        |
| Holiday            | 4 pm-12 am    | \$2,250                         | \$675               | \$2,587.50        |

**NOVEMBER & DECEMBER**

| <b>Day Use</b>     | <b>Access</b> | <b>Epic Hall &amp; Prologue</b> | <b>Novella Room</b> | <b>Full Salon</b> |
|--------------------|---------------|---------------------------------|---------------------|-------------------|
| Mon & Tues         | 8 am-4 pm     | \$900                           | \$300               | \$1,000           |
| Wed - Sun          | 8 am-3 pm     | \$950                           | \$300               | \$1,100           |
| Holiday            | 8 am-4 pm     | \$1,750                         | \$540               | \$2,020           |
| <b>Evening Use</b> |               |                                 |                     |                   |
| Mon & Tues         | 4 pm-1 am     | \$1,350                         | \$375               | \$1,537.50        |
| Wed - Sat          | 3 pm-1 am     | \$1,550                         | \$375               | \$1,737.50        |
| Sunday             | 3 pm-1 am     | \$1,300                         | \$375               | \$1,487.50        |
| Holiday            | 4 pm-12 am    | \$2,850                         | \$675               | \$3,187.50        |

**JANUARY - MAY  
14TH**

| <b>Day Use</b>              | <b>Access</b> | <b>Epic Hall &amp; Prologue</b> | <b>Novella Room</b> | <b>Full Salon</b> |
|-----------------------------|---------------|---------------------------------|---------------------|-------------------|
| Mon - Wed                   | 8 am-4 pm     | \$900                           | \$300               | \$900             |
| Thurs & Fri.                | 8 am-3 pm     | \$900                           | \$300               | \$950             |
| Sat. & Sun.                 | 8 am-3 pm     | \$900                           | \$300               | \$900             |
| Holiday & New<br>Year's Eve | 8 am-4 pm     | \$1,350                         | \$540               | \$1,620           |
| <b>Evening Use</b>          |               |                                 |                     |                   |
| Mon - Wed                   | 4 pm-1 am     | \$1,050                         | \$375               | \$1,237.50        |
| Thurs - Sat                 | 3 pm-1 am     | \$1,250                         | \$375               | \$1,437.50        |
| Sunday                      | 3 pm-1 am     | \$1,000                         | \$375               | \$1,187.50        |
| Holiday                     | 4 pm-12 am    | \$2,250                         | \$675               | \$2,587.50        |

**MAY 15TH - SEPTEMBER 14TH**

| <b>Day Use</b>     | <b>Access</b> | <b>Epic Hall &amp; Prologue</b> | <b>Novella Room</b> | <b>Full Salon</b> |
|--------------------|---------------|---------------------------------|---------------------|-------------------|
| Mon - Wed          | 8 am-4 pm     | \$900                           | \$300               | \$900             |
| Thurs & Fri        | 8 am-3 pm     | \$900                           | \$300               | \$950             |
| Saturday           | 8 am-3 pm     | \$950                           | \$300               | \$1,100           |
| Sunday             | 8 am-3 pm     | \$900                           | \$300               | \$1,000           |
| Holiday            | 8 am-4 pm     | \$1,750                         | \$540               | \$2,020           |
| <b>Evening Use</b> |               |                                 |                     |                   |
| Mon - Wed          | 4 pm-1 am     | \$1,050                         | \$375               | \$1,237.50        |
| Thurs & Fri        | 3 pm-1 am     | \$1,350                         | \$375               | \$1,537.50        |
| Saturday           | 3 pm-1 am     | \$1,550                         | \$375               | \$1,737.50        |
| Sunday             | 3 pm-1 am     | \$1,300                         | \$375               | \$1,487.50        |
| Holiday            | 4 pm-12 am    | \$2,850                         | \$675               | \$3,187.50        |