



ROOM BOOKING POLICY
Questions & Answers
October 29, 2001

1. *Why change the policy?*

Toronto Public Library Policies are designed to standardize service and ensure consistent, equitable treatment for all residents of the City of Toronto who wish to use library rooms. The current Policy, based on seven separate former systems, does not ensure consistency in access, cost, availability and regional procedures. For example, one group pays a non-profit rate of \$20.00 per hour in one region while the same group in a different region pays no fee at all. In one region facilities are available during closed hours and days while in another they are not.

2. *Why are some groups exempt from rental fees?*

Room rental fees are waived for groups whose mandates are closely aligned with Toronto Public Library, such as Library Associations and Literacy tutors. They are also waived for other City Departments with whom TPL frequently has reciprocal agreements.

3. *Why are all non-profit groups not exempt from fees as they were in some of the former library systems?*

Room rental is a special service for a specific group of users. It has associated costs, such as staffing, security and administration. In order not to divert funds from the Library's core services, such as new books and children's programming, this special service must pay for itself.

4. *Why are the fees being increased?*

In order not to divert funds from the Library's core services, those groups using this special service will fund the costs associated with room rentals. The new fees were established based on number of uses and reflect the costs associated with making rooms available for rent throughout Toronto Public Library. For some groups and in some areas, fees will not change.

5. *Why are there higher charges for auditoriums in "prime locations?"*

There is a heavy demand for room rentals in these locations of the City. In order not to unfairly compete with other rooms for rent in the area and to be able to

cover the higher maintenance costs associated with high use, the rates are higher.

6. *What are co-sponsored programs?*

Toronto Public Library has specific programming goals which support its mandate and strategic objectives. Co-sponsorships enable TPL to offer a wide variety of programs in partnership with organizations which share goals similar to the library's. Co-sponsored programs must support the library's strategic objectives, e.g. the promotion of reading or the development of skills in the use of library information resources, and they must also be mutually beneficial. The library must have an ongoing presence in the program e.g. library tours and presentations, and the programs must be open to the general public.

7. *Why have some previously co-sponsored groups been changed to non-profit or commercial status?*

In order to ensure equitable access and service, all co-sponsored groups were reviewed to ensure that their mandate and programming purposes support the library's programming goals and strategic objectives, e.g. the promotion of reading or the development of skills in the use of library information resources. This resulted in the reclassification of a number of groups as either commercial or non-profit.

8. *What do I do if I think my group qualifies as a co-sponsored program? (i.e. the mandate and programming purposes of my group support the library's programming goals and strategic objectives.)*

We will be glad to review the status of any group.

9. *Where can I find alternative meeting space?*

The Toronto District School Board and City of Toronto Community Centres have rooms available for rent. Fees vary depending on the group and the purpose of the program.