



STAFF REPORT ACTION REQUIRED

Community & Event Space Rental Policy: Rental Fees Schedules and Request for Reconsideration updates

Date: September 18, 2023
To: Toronto Public Library Board
From: City Librarian

SUMMARY

The purpose of this report is to seek approval of changes to the fees schedules and the insertion of a request for reconsideration section in the Community & Event Space Rental policy.

As a result of rising costs and based on the results of an environment scan, recommended fees schedules changes include:

- a 20% increase to the Bram & Bluma Appel Salon commercial and not-for-profit rental fees, which have not been raised since 2009;
- the addition of a North York Central Library Concourse Event Space (NYCL Concourse) fees schedule;
- the additions of a not-for-profit fee category for the Library's Event Spaces and an increase of the NYCL Boardroom commercial fee to \$950 from \$850;

- the introduction of the provision to adjust Event Space fees annually based on inflation to align with the existing inflationary increase provision for Community Space fees; and
- the additions of an hourly commercial rate, and half day and full day not-for-profit and commercial rates for the library's theatres.

Additional administrative changes throughout the policy are made to align with changes to the fees schedules.

Similar to recently approved updates to the Programming Policy and Use of Library Space for Arts Exhibit Policy, the insertion of a request for reconsideration section aligns the Community & Event Space Rental Policy with Toronto Public Library's (TPL) Intellectual Freedom Statement, and provides direction on how customers can provide feedback on and request reconsideration of a third-party space rental event. TPL staff will respond to and track all requests for reconsideration and update the Toronto Public Library Board (the Board) on these requests in the annual Intellectual Freedom Challenges Board report. Enhanced directions in room rental contracts will provide clarity that promotional materials for room rental events need to reference that it is a third-party event and not a TPL event.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. approves the revised Community & Event Space Rental Policy and the changes to the fees schedules, appended as Attachment 1.

Implementation Points

The changes will come into effect upon Board approval.

Fees schedules changes will apply to new and existing bookings, per the terms and conditions of current rental contracts. Staff will advise customers with existing bookings, and they retain the option to cancel their rental contract and receive a full refund of deposits paid.

A communications plan, along with tools and training for staff, will be developed in fall 2023 to help implement the request for reconsideration processes on how TPL customers may engage the Library to challenge a space rental.

FINANCIAL IMPACT

The 20% increase to the Appel Salon rental fees is expected to result in an approximate \$150,000 increase to annual gross revenue. The NYCL Concourse annual gross revenue is projected to be \$238,000 in year one (2023).

The Director, Finance & Treasurer has reviewed this financial impact statement and agrees with it.

ALIGNMENT WITH STRATEGIC PLAN

Fees schedule changes will continue to support the Library's strategic priority of opening up our public spaces. Implementation of the request for reconsideration of space rentals will enable TPL to advance its strategic priorities by further demonstrating the library's commitment to Intellectual Freedom.

EQUITY IMPACT STATEMENT

The new request for reconsideration section, fees schedule changes and administrative updates to the Community & Event Space Rental policy will have a positive impact on equity-deserving groups, as they affirm in policy TPL's commitment to Intellectual Freedom and its mutually reinforcing statement on Equity, as well as maintain affordable access to library space and related space rental services.

DECISION HISTORY

At its September 21, 2009 meeting, the Board approved [The Bram & Bluma Appel Salon at the Toronto Reference Library Rental Policy and Fee Schedule](#).

At its April 12, 2010 meeting, the Board approved revisions to the [Auditorium, Meeting Room and Theatre Rental Policy and fee schedule](#).

At its November 21, 2011 meeting, the Board approved the [Auditorium, Meeting Room and Theatre Rental Fee Rates](#) increase.

At its June 22, 2015 meeting, the Board approved the [Community and Event Space Rental Policy](#) to merge the Auditorium, Meeting room and Theatre Rental Policy and The Bram & Bluma Appel Salon Rental Policy.

At its December 11, 2017 meeting, the Board approved the [Community and Event Space Rental Policy – Revisions](#) report to strengthen language about the Library maintaining a welcoming and supportive environment.

At its December 5, 2022 meeting, the Board approved the [Trends in Intellectual Freedom Challenges](#) report and reaffirmed its endorsement of the Canadian Federation of Library Association's (CFLA) [Statement on Intellectual Freedom](#) and endorsed the Urban Library Council's (ULC) [Declaration of Democracy](#).

At its December 5, 2022 meeting, the Board approved the [Intellectual Freedom and Equity Statements](#) report. The Intellectual Freedom Statement reinforces TPL's Vision, Mission, Values, and helps to expand the understanding of library values among customers and staff.

At its June 19, 2023 meeting, the Board approved the [Requests for Reconsideration and Administrative Policy Update](#) report endorsing the addition of request for reconsideration sections in the Programming Policy and Use of Library Space for Art Exhibits Policy. These sections provide direction on how customers can provide feedback and request for reconsideration related to the purpose of these two TPL policies.

ISSUE BACKGROUND

The Bram & Bluma Appel Salon rental fees were first introduced in 2009 and have not been adjusted since. Operating costs have increased, primarily due to an adjusted staffing model and increased staffing expenses.

In May 2023, TPL opened two new event spaces at North York Central Library: the NYCL Concourse and the NYCL Boardroom Suite. A rental fee for the NYCL Boardroom Suite was added to the Community & Event Space Rental Policy in 2017. A fees schedule for the NYCL Concourse is not currently part of the policy.

The Community & Event Space Rental Policy includes a provision to apply an annual inflationary adjustment to Community Space rental fees. A similar provision to adjust Event Space rental fees annually based on inflation is not currently in place.

Similar to recently approved updates to the Programming Policy and Use of Library Space for Arts Exhibit Policy, the insertion of a request for reconsideration section aligns the Community & Event Space Rental policy and Toronto Public Library's (TPL) Intellectual Freedom Statement.

COMMENTS

Changes to Rental Fees Schedules

Administrative updates throughout the policy are recommended to reflect changes to the fees schedules and ensure all fees schedules are aligned. This includes the insertion of a provision to apply an annual inflationary adjustment to Event Space fees to align with the existing inflationary increase provision for Community Space fees. The provision will allow the library to continually assess and adjust fees based on inflationary increases to operating costs.

Community Space Rental Fees Schedule Changes

When not in use for library purposes, TPL spaces are made available for rent to groups whose primary purpose is the promotion of cultural, educational and community activities. The spaces are located in most library branches and range in size from small meeting rooms to rooms for larger gatherings of up to 175 people. The name of the facility type for these spaces is currently "meeting rooms and auditoriums". Standardizing the name for these types of spaces to Community Rooms emphasizes and strengthens the intended use for community-based activities.

Making other public areas of a branch available for private bookings after hours has proven to be not operationally feasible or cost effective. Therefore, removal of the Public Space in Branches rental option and fee is included in this policy update.

After Hours Attendants are library staff who provide access and oversee customer use of community rooms when rented outside of library open hours. Renaming the After Hours Security fee to After Hours Fee and relocating it to a statement below the rental fees chart is recommended to provide clarity and to accurately reflect that it is library staff, not a security guard, who support after hour bookings.

TPL's three theatres located at the Fairview, Palmerston, and York Woods branches are also available for rental. Currently there is only a not-for-profit day fee and an hourly commercial fee. Theatre rental fees are standardized for not-for-profit and commercial bookings in this policy update and include the addition of half-day (5 hrs.) and full-day (10 hrs.) fees, and an hourly fee to extend a half-day or full-day booking.

[Bram & Bluma Appel Salon Fees Schedule Changes](#)

The Appel Salon is comprised of three rooms: Epic Hall, Prologue and Novella. They can be rented as one large space or as a combination of rooms. There are three user types for the Appel Salon:

- Toronto Public Library and Toronto Public Library Foundation
- Private/commercial users
- Discounted users - registered charitable organizations, incorporated non-profit organizations and the City of Toronto for corporate events

There are two types of rental fees: private/commercial and discounted (registered charitable organizations; incorporated non-profit organizations; and, City of Toronto for corporate events). The fee schedule aligns to seasonal time of day/week/year variability. Total rental fees per booking are determined by the space booked, the type of user and the time and duration of the booking. Fees were modeled on those of the [City of Toronto Museum & Cultural Centres](#) and other comparable premium event venues in Toronto.

Based on over 14 years of bookings and space use history, this report recommends the removal of the Novella Room rental option as a single space rental and the addition of Novella and Prologue as another two-room rental combination, with its rental fees being the same as rental of Epic Hall & Prologue.

A recent environmental scan of comparator event space rental fees demonstrates that the Appel Salon fees are 6th lowest amongst its top 20 competitors. This ranking positions the Appel Salon well in the marketplace and accurately reflects the comparative features of the different venues. The proposed 20% increase to the Appel Salon private/commercial fees meets the requirement to offset higher operating costs yet still maintains the 6th place ranking amongst the top 20 competitors. Similarly, a 20% increase to the discounted fee will allow the library to continue to support equitable access to premium event space while maintaining a cost-recovery model overall. Renaming the two fee types to Commercial and Not-for-profit provides more clarity in the designated user types.

[North York Central Library Concourse Event Space Fees Schedule](#)

The NYCL Concourse is a multi-purpose space intended to support a range of key functions including TPL programming and corporate needs, TPL Foundation events, and revenue generation as a premium event space.

The proposed rental fees were implemented on a pilot basis with the opening of the NYCL Concourse in May 2023. The fees schedule is modelled on the Appel Salon fees schedule and includes a not-for-profit fee. The NYCL Concourse fees are set lower based on its location and smaller size. The fees are set to ensure cost-recovery and generate revenue. Annual revenue is projected to be \$238,000 in year one (2023).

[Event Spaces Fees Schedule Changes](#)

TPL provides other event space rental options in five locations: Bloor/Gladstone; Fort York; Scarborough Civic Centre; North York Central; and the Toronto Reference Library (TRL). To support equitable access to these premium event spaces and align with the Appel Salon and NYCL Concourse fees schedules, adding a not-for-profit rental fee to the Event Spaces Fees schedule

is recommended. Not-for-profit fees will be made available to registered non profit and charitable organizations and for City of Toronto Corporate events, and set to ensure overall cost-recovery is maintained and balanced with revenue generation.

Fees for one of these spaces, the NYCL Boardroom, has been increased to \$950 from \$850 to align with the same fee for the TRL Boardroom and to ensure cost-recovery is maintained. The two boardroom spaces are similar in size and quality, and attract similar customers.

Request for Reconsideration of a Space Rental

Consistent with the request for reconsideration sections in the Materials Selection Policy, the Programming Policy and the Use of Library Space for Art Exhibits Policy, the request for reconsideration section provides direction to the public on the processes for requesting a reconsideration of a rental of TPL space for a third-party event. Library customers who object to the rental of library space may submit a written request for reconsideration if they feel a third-party event is not consistent with the criteria outlined in the Community & Event Space Rental Policy or TPL's Intellectual Freedom and Equity Statements. Requests for reconsideration will be considered by staff and a response communicated to the customer who submitted the request following completion of a staff review. A space rental will proceed while the request is being reviewed. If the customer who submitted the request is not satisfied with the response, they may submit a written appeal within seven days of the response to have the response reviewed by the City Librarian, whose decision shall be final. All requests will be included in the annual Intellectual Freedom Challenges report to the Board.

The Community & Event Space Rental Policy's Conditions of Use makes clear that third-party use of TPL facilities does not imply TPL endorsement of the aims, policies or activities of the group or individual. While room rental contracts ensure the Library must provide prior written approval of any third-party event publicity or marketing materials, enhanced directions in room rental contracts will provide clarity that promotional materials need to reference that it is a third-party event and not a TPL event.

CONTACT

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SIGNATURE

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City Librarian

ATTACHMENTS

Attachment 1: Community & Event Space Rental Policy

POLICY: COMMUNITY AND EVENT SPACE RENTAL

SECTION: II – General Policies – Miscellaneous

MOTION#/DATE: 17 – 214 – December 11, 2017

Effective Date

~~January-September 18, 2018~~ 2023

1. Purpose

Toronto Public Library ~~meeting-community~~ 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 promote the Library's objectives of providing equitable access to services and maintaining a welcoming and supportive environment free from discrimination and harassment, and to outline 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-community~~ 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~~collaborative 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~~collaborative 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 Library's Rules of Conduct, and according to the Terms and Conditions, as they may be amended from time-to-time;
 - c) No gaming or games of chance, including bingo and lotteries, are permitted¹;

¹ Note: Gaming in this policy refers to activities covered by the Ontario Gaming Control Act and sections 201 and 202 of the Criminal Code of Canada.

- 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 Library policies and the Terms and Conditions;
- f) Birthday parties, receptions, weddings and similar social events may be accommodated in designated locations, subject to the Terms and Conditions;
- g) Sales of goods are not permitted unless authorized by the Library except for:
 - i. food and non-alcoholic drink refreshments sold at theatres;
 - ii. books sold at author readings or book signings.

4.4 Denial of Use

When making the Library's Community Space Rentals available for use, the Library is committed to ensuring the dignity and safety of the public and staff without disruption to Library services, and to maintaining the security of Library property.

- a) The Library reserves the right to deny or cancel a booking when it reasonably believes:
 - i. use by any individual or group will be for a purpose that is likely to promote, or would have the effect of promoting discrimination, contempt or hatred for any group or person on the basis of race, ethnic origin, place of origin, citizenship, colour, ancestry, language, creed (religion), age, sex, gender identity, gender expression, marital status, family status, sexual orientation, disability, political affiliation, membership in a union or staff association, receipt of public assistance, level of literacy or any other similar factor;
 - ii. use by any individual or group will be for a purpose or action that is contrary to the law or any of the Library's policies or Rules of Conduct, including violent, threatening, abusive, harassing, disruptive or intrusive language or conduct;
 - iii. there is 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;
 - iv. use by individuals, clubs, groups and organizations is intended to establish the Library as a permanent location for their activities, including establishing offices in Library meeting rooms;

- v. use will include gaming or games of chance, including bingo and lotteries.
- b) The Library requires potential users of Community Space Rentals to confirm that they will not be conducting any business or activities that are in violation of 4.4(a)(i) of this policy, the Criminal Code of Canada (including hate propaganda laws) or the Ontario Human Rights Code.
- c) 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 and NYCL Concourse Event Space

- a) Designated Event Spaces, as identified in Appendix 2, ~~and~~ Appendix 3 and Appendix 4, 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 and the NYCL Concourse Event Space, fees are specified in Appendix 2;
- c) For ~~the Appel Salon~~ all Event Spaces, there are two fee categories:
 - i. ~~Private/e~~Commercial;

- ii. ~~Discounted~~**Not-for-Profit**: 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)~~**e) The fees for the NYCL Concourse Event Space are specified in Appendix 4;**
- ~~e)f)~~**f) The schedule of fees for all 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 Library's Rules of Conduct, and according to the Terms and Conditions, as they may be amended from time-to-time;
- c) The primary purpose of the event cannot be gaming or games of chance;
- d) 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 Library policies and the Terms and Conditions;
- e) Birthday parties, receptions, weddings and similar social events may be accommodated in designated locations, subject to the Terms and Conditions.

5.4 Denial of Use

When making the Library's Event Space Rentals available for use, the Library is committed to ensuring the dignity and safety of the public and staff without disruption to Library services, and to maintaining the security of Library property.

- a) The Library reserves the right to deny or cancel a booking when it reasonably believes:
 - i. use by any individual or group will be for a purpose that is likely to promote, or would have the effect of promoting discrimination, contempt or hatred for any group or person on the basis of race, ethnic origin, place of origin, citizenship, colour, ancestry, language, creed (religion), age, sex, gender identity, gender expression, marital status, family status, sexual orientation, disability, political affiliation, membership in a union or staff association, receipt of public assistance, level of literacy or any other similar factor;
 - ii. use by any individual or group will be for a purpose or action that is contrary to the law or any of the Library's policies or

- iii. Rules of Conduct, including violent, threatening, abusive, harassing, disruptive or intrusive language or conduct;
 - iii. there is 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;
 - iv. use by individuals, clubs, groups and organizations is intended to establish the Library as a permanent location for their activities, including establishing offices in Library event space;
 - v. the primary purpose of the event is gaming or games of chance.
- b) The Library requires potential users of Event Space Rentals to confirm that they will not be conducting any business or activities that are in violation of 5.4(a)(i) of this policy, the Criminal Code of Canada (including hate propaganda laws) or the Ontario Human Rights Code.
- c) 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.

6. Reconsideration of a Community and Event Space Rental

- 6.1 The Library believes that a vital society encourages members of its community to actively participate in an open exchange of ideas and opinions.
- 6.2 The content or manner of expressing ideas in community or event space rentals that meets the purpose of this policy, may, on occasion, be considered to be offensive by other Library customers. The Library recognizes the right of any individual or group to not attend at a community or event space rental, but does not accord to any individual or group the right to restrict the freedom of others to express their views or ideas during their community or event space rental.
- 6.3 TPL welcomes suggestions, compliments or feedback about library services in accordance with the Customer Service Feedback Standards & Practices.
- 6.4 Library customers who object to a specific community or event space rental may submit a written request for reconsideration, if they feel that the content of the community or event space rental is not consistent with the criteria outlined in this policy or with TPL's Intellectual Freedom and Equity Statements.
- 6.5 Requests for reconsideration will be considered by staff and a response communicated to the customer who submitted the request following completion of a staff review. The community or event space rental will proceed while the request is being reviewed.
- 6.6 If the customer who submitted the request is not satisfied with the response, they may submit a written request within seven days of the response, to have the response reviewed by the City Librarian, whose decision shall be final. This may occur after the event has taken place.
- 5.56.7 An annual report on intellectual freedom challenges to Library materials and

services is provided to the Toronto Public Library Board.

Accountability

The Director, Service Development and Innovation is responsible for ensuring the policy is implemented and enforced.

Appendix 1

COMMUNITY SPACE RENTAL FEE SCHEDULE

Type of Facility	Fee for Non-Profit	Fee for Commercial
Meeting Rooms and Auditoriums <u>Community Rooms</u>	\$23.24/hr. North York Central Library Auditorium	\$42.85/hr. North York Central Library Auditorium
<u>North York Central Library Auditorium</u>	\$81.34/hr.	\$156.86/hr.
Public Space in Branches	\$150.00/hr	\$150.00/hr
Theatres	<p>Fairview and York Woods</p> <ul style="list-style-type: none"> • Half day: and York Woods • <u>\$223.85 (5hrs; AM or PM only)</u> • <u>Full day: \$447.69 (10hrs)</u> • <u>Hourly fee to extend full or half day booking: \$44.77 / hr.</u> <p>Palmerston</p> <ul style="list-style-type: none"> • Half Day: <u>\$111.92 (5hrs; AM or PM only)</u> Full day: • <u>\$223.84 (10hrs)</u> • <u>Hourly fee to extend full day or half booking: \$22.38 / hr.</u> 	<p>All locations Fairview and York Woods</p> <ul style="list-style-type: none"> • Half day: <u>\$174.59/hr \$872.95 (5hrs; AM or PM only)</u> • <u>Full day: \$1,745.90 (10hrs)</u> • <u>Hourly fee to extend full day or half booking: \$174.59 / hr.</u> <p>Palmerston</p> <ul style="list-style-type: none"> • Half day: <u>\$436.40 (5hrs; AM or PM only)</u> • <u>Full day: \$872.8 (10hrs)</u> • <u>Hourly fee to extend full day or half booking: \$87.28 / hr.</u>
After Hours Security	\$28.41/hour	\$28.41/hour

- Fees are adjusted for inflation annually ~~at the beginning of the year.~~
- Rental Rates fees quoted are for the apply during open hours of the requested library.
- Security After hour fee of \$28.41/hour costs will apply for all bookings outside open hours of the respective location.
- There may be an additional charge for security/custodial services.
- All rates fees exclude applicable taxes such as HST.
- Other equipment is available at some locations for an additional charge.

Appendix 2

Event Space Rental Fee Schedule (except Appel Salon and NYCL Concourse Event Space) EXCEPT FOR THE APPEL SALON) RENTAL FEE SCHEDULE

Event Space	<u>Commercial Rental Fee*</u>	<u>Not-for-Profit Fee**</u>	<u>Access</u>
Fort York Branch	\$4,500	<u>\$3,150</u>	8hrs
Bloor Gladstone Branch	\$5,000	<u>\$3,500</u>	8hrs
Scarborough Civic Centre Branch	\$3,800	<u>\$2,660</u>	8hrs
TRL – Level 1	\$7,500	<u>\$5,250</u>	8hrs
TRL – Level 2	\$4,500	<u>\$3,150</u>	8hrs
TRL – TD Gallery	\$1,200	<u>\$ 840</u>	8hrs
TRL – Level 5	\$2,800	<u>\$1,960</u>	8hrs
TRL – Executive Boardroom	\$ 950	<u>\$ 665</u>	8hrs
TRL – The Marilyn & Charles Baillie Special Collections Centre	\$1,500	<u>\$1,050</u>	5hrs
TRL – Founders Room	\$ 450	<u>N/A</u>	6hrs
TRL – Sonnet Room	\$ 450	<u>N/A</u>	6hrs
TRL – Beeton Hall	\$1,000	<u>\$ 700</u>	8hrs
NYCL – Boardroom <u>Suite</u>	\$ <u>8950</u>	<u>\$ 665</u>	8hrs

*Rental fees are doubled on public holidays. 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

**Not-for-Profit fees apply for Registered Not-for-Profit, Charities and City of Toronto Corporate events

- Rental fees are market-based and adjusted for inflation annually
- Additional charges apply for set up and take down
- All fees exclude applicable taxes such as HST
- Rental fees include use of the inventory of tables and chairs at some event spaces
- Extended access will be granted as needed and is subject to an hourly fee consistent with room rental + additional labour costs
- Other equipment is available at some locations for an additional charge.
- There may be an additional charge for security/custodial services

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

		Epic Hall & Prologue or Novella & Prologue		Full Salon	
Jan 1 – Apr 30	Access	Regular-Commercial Fee*	Not-for-Profit Fee**	Regular-Commercial Fee*	Not-for-Profit Fee**
Day Use					
Mon - Wed	8 am-4 pm	\$1,680	\$1,176	\$2,040	\$1,428
Thurs - Sun	8 am-4 pm	\$1,920	\$1,344	\$2,280	\$1,596
Evening Use					
Mon - Wed	4 pm-1 am	\$2,520	\$1,764	\$2,970	\$2,079
Thurs - Sun	4 pm-1 am	\$3,000	\$2,100	\$3,450	\$2,415
May 1 – Jun 30					
Day Use					
Mon - Wed	8 am-4 pm	\$2,040	\$1,428	\$2,400	\$1,680
Thurs - Sun	8 am-4 pm	\$2,280	\$1,596	\$2,640	\$1,848
Evening Use					
Mon - Wed	4 pm-1 am	\$3,240	\$2,268	\$2,970	\$2,079
Thurs - Sun	4 pm-1 am	\$3,720	\$2,604	\$4,170	\$2,919
Jul 1 – Aug 31					
Day Use					
Mon - Wed	8 am-4 pm	\$1,680	\$1,176	\$2,040	\$1,428
Thurs - Sun	8 am-4 pm	\$1,920	\$1,344	\$2,280	\$1,596
Evening Use					
Mon - Wed	4 pm-1 am	\$2,520	\$1,764	\$2,970	\$2,079
Thurs - Sun	4 pm-1 am	\$3,720	\$2,604	\$4,170	\$2,919
Sept 1 - Dec 31					
Day Use					
Mon - Wed.	8 am-4 pm	\$2,040	\$1,428	\$2,400	\$1,680
Thurs - Sun	8 am-4 pm	\$2,280	\$1,596	\$2,640	\$1,848
Evening Use					
Mon-Wed	4 pm-1 am	\$3,240	\$2,268	\$3,075	\$2,153
Thurs-Sun	4 pm-1 am	\$3,720	\$2,604	\$4,170	\$2,919

SEPTEMBER 15TH - OCTOBER 31ST

Day Use	Access	Epic Hall + Prologue	Novella Room	Full Salon
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
Evening-Use 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

Day Use	Access	Epic Hall + Prologue	Novella Room	Full Salon
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
Evening Use				
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

Day Use	Access	Epic Hall + Prologue	Novella Room	Full Salon
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
Evening Use				
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

Day Use	Access	Epic Hall + Prologue	Novella Room	Full Salon
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
Evening Use				
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

* all rental fees are doubled on public holidays. 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

**Not-for-Profit fees apply for Registered Not-for-Profit, Charities and City of Toronto Corporate

- Rental fees are market-based and adjusted for inflation annually.
- Additional charges apply for set up and take down
- All rental fees exclude applicable taxes such as HST
- Rental fees include use of the Appel Salon’s inventory of tables and chairs
- Extended access will be granted as needed and is subject to an hourly fee consistent with room rental + additional labour costs
- Other equipment is available for an additional charge.
- There may be an additional charge for security/custodial services
- Noise restrictions apply on the outdoor terraces after 11 pm daily

Appendix 4

NYCL Concourse Event Space Rental Fee Schedule

<u>Jan 1 – Apr 30</u>	<u>Access</u>	<u>Commercial Fee*</u>	<u>Not-for-Profit Fee**</u>
<u>Day Use</u>			
<u>Mon - Wed</u>	<u>8 am-4 pm</u>	<u>\$1,400</u>	<u>\$ 980</u>
<u>Thurs - Sun</u>	<u>8 am-4 pm</u>	<u>\$1,700</u>	<u>\$1,190</u>
<u>Evening Use</u>			
<u>Mon - Wed</u>	<u>4 pm-1 am</u>	<u>\$2,100</u>	<u>\$1,470</u>
<u>Thurs - Sun</u>	<u>4 pm-1 am</u>	<u>\$2,400</u>	<u>\$1,680</u>
<u>May 1 – June 30</u>			
<u>Day Use</u>			
<u>Mon - Wed</u>	<u>8 am-4 pm</u>	<u>\$1,600</u>	<u>\$1,120</u>
<u>Thurs - Sun</u>	<u>8 am-4 pm</u>	<u>\$1,900</u>	<u>\$1,330</u>
<u>Evening Use</u>			
<u>Mon - Wed</u>	<u>4 pm-1 am</u>	<u>\$2,500</u>	<u>\$1,750</u>
<u>Thurs - Sun</u>	<u>4 pm-1 am</u>	<u>\$2,800</u>	<u>\$1,960</u>
<u>Jul 1 – Aug 31</u>			
<u>Day Use</u>			
<u>Mon - Wed</u>	<u>8 am-4 pm</u>	<u>\$1,400</u>	<u>\$ 980</u>
<u>Thurs - Sun</u>	<u>8 am-4 pm</u>	<u>\$1,700</u>	<u>\$1,190</u>
<u>Evening Use</u>			
<u>Mon - Wed</u>	<u>4 pm-1 am</u>	<u>\$2,100</u>	<u>\$1,470</u>
<u>Thurs - Sun</u>	<u>4 pm-1 am</u>	<u>\$2,800</u>	<u>\$1,960</u>
<u>Sept 1 - Dec 31</u>			
<u>Day Use</u>			
<u>Mon - Wed.</u>	<u>8 am-4 pm</u>	<u>\$1,600</u>	<u>\$1,120</u>
<u>Thurs - Sun</u>	<u>8 am-4 pm</u>	<u>\$1,900</u>	<u>\$1,330</u>
<u>Evening Use</u>			
<u>Mon-Wed</u>	<u>4 pm-1 am</u>	<u>\$2,600</u>	<u>\$1,820</u>
<u>Thurs-Sun</u>	<u>4 pm-1 am</u>	<u>\$2,800</u>	<u>\$1,960</u>

* all rental fees are doubled on public holidays. 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

**Not-for-Profit fees apply for Registered Not-for-Profit, Charities and City of Toronto Corporate events

- Rental fees are market-based and adjusted for inflation annually.
- Additional charges apply for set up and take down
- All rental fees exclude applicable taxes such as HST
- Rental fees include use of the NYCL Concourse Event Space's inventory of table and chairs
- Extended access will be granted as needed and is subject to an hourly fee consistent with room rental + additional labour costs
- Other equipment is available for an additional charge.
- There may be an additional charge for security/custodial services

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

SEPTEMBER 15TH – OCTOBER 31ST

Day Use	Access	Epic Hall & Prologue	Novella Room	Full Salon
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
Evening Use				
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

Day Use	Access	Epic Hall & Prologue	Novella Room	Full Salon
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
Evening Use				
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

Day Use	Access	Epic Hall & Prologue	Novella Room	Full Salon
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 Year's Eve	8 am-4 pm	\$1,350	\$540	\$1,620
Evening Use				
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

Day Use	Access	Epic Hall & Prologue	Novella Room	Full Salon
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
Evening Use				
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



Community & Event Space Rental Policy: Fee Schedules & Request for Reconsideration Updates

Toronto Public Library Board Meeting
September 18, 2023

Community & Event Space Rental Policy: new request for reconsideration section

- Align the Community & Event Space Rental Policy with the TPL Intellectual Freedom Statement
- Provide direction on how customers can give feedback and request reconsideration of a space rental

Community & Event Space Rental Policy: fee schedule changes

What are the key recommended changes?

- Appel Salon rental fees – 20% increase
- New NYCL Concourse Event Space rental fees
- Revised Event Space rental fees
- Adjust Event Space fees annually based on inflation
- Standardized Community Space rental fees

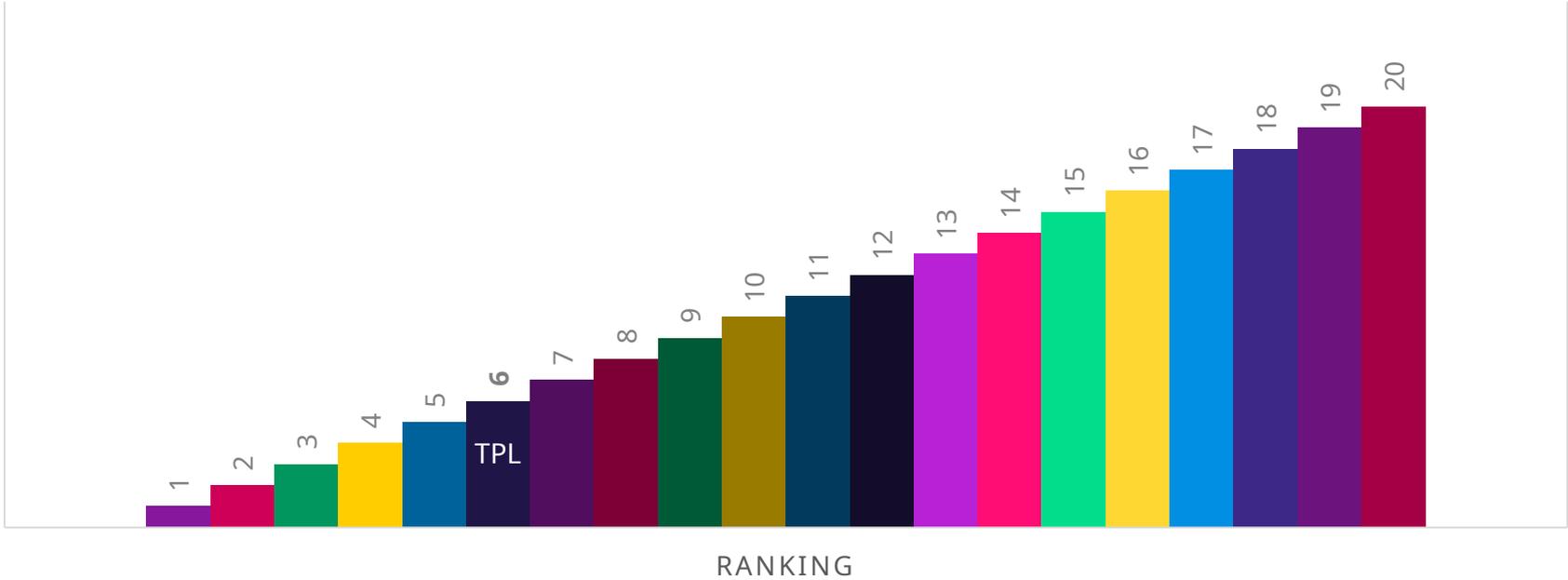
Community & Event Space Rental Policy: fee schedule changes

Why change our fees now?

- Rising operating costs
- New NYCL Concourse Event Space
- Alignment of all rental fees schedules
- Strengthen intended use of community spaces
- Expand access to community theatre space

Environmental Scan

Ranking amongst Top 20



Revenue Projections

20% fee increase

Appel Salon Revenue Projections

Avg. rental fee per event (current)	Estimated annual revenue	Avg. rental fee per event (20% increase)	Estimated annual revenue
\$2,500	\$1,470,000	\$3,000	\$1,620,000



Thank you

tpl: