

**Purpose:**

To establish a healthy environment, grounded in RPL's values, that supports community services, spaces, and technologies to inspire discovery, learning, and connection.

**Objective:**

The objective of this policy is to address the practice of room rental and usage by the public in RPL facilities.

**Delegated Authority:**

Library Director and CEO

**Legislated Authority:**

*The Public Libraries Act, 1996, s.67*

**Other Relevant Documents:**

- Regina Public Library – Vision, Mission, and Values
- Program Partnerships Policy
- Alcohol for Public Events Policy
- Posters and Publicity Policy
- Indigenous Cultural Practices Policy
- Indigenous Cultural Practices Procedure
- Safe Use and Conduct Bylaw
- Criminal Code of Canada
- Canadian Charter of Rights and Freedom
- CFLA Statement on Intellectual Freedom & Libraries
- Adult Programs Policy

**Application:**

This policy applies to all RPL locations except Albert Branch.

**Policy:**

1.0. There are two fee categories for rentals of public library spaces:

- 1.1. Commercial – applies to use:
  - 1.1.1. by any for-profit organization;
  - 1.1.2. for a political purpose;
  - 1.1.3. for any meeting or event that charges an admission fee;
  - 1.1.4. for the purpose of selling merchandise; or
  - 1.1.5. for the purpose of fundraising
- 1.2. non-profit – applies to use by Regina residents, community groups, not-for-profit and/or charitable organizations where the proposed use is not commercial in nature.
- 2.0. Rental fees for all public rooms except the Film Theatre are waived for non-profit customers.
- 3.0. Rental fees for commercial customers and all other fees for cleaning, damage, security, and no-shows are set by the Library Director and CEO each November for implementation in January of the following year.
- 4.0. A schedule of available rooms, equipment, hours of operation, and the parameters of rental times will be available on RPL's website.
- 5.0. All renters are required to complete an online or written application for room rental and submit it in accordance with timelines and procedures defined by RPL.
- 6.0. A library card is required for all rentals and the customer to whom the card belongs is deemed the party responsible for the rental.
- 7.0. Priority for the use of library spaces is to support library programs, co-sponsored programs, and other RPL purposes. All rentals of library spaces are thereafter on a first come, first served basis.
- 8.0. The terms and conditions in this policy apply to meeting rooms in all RPL facilities and branches, except at māmawêyatitân centre where bookings are managed by the City.
- 9.0. Renters are required to adhere to both these general terms and conditions and to any posted terms and conditions specific to an individual branch.
- 10.0. All activities and programs conducted in RPL facilities and all persons using them are subject to the general rules and regulations, bylaws, and policies of RPL.
- 11.0. Proof of compliance may be requested by RPL for any activities undertaken by the renter that are subject to and/or require regulatory compliance or approval. This provision includes, but is not necessarily limited to, compliance with film

classification requirements, licensing for gambling activities or serving of alcohol, business license, public performance rights for film and video, etc.

- 12.0. RPL staff must have access to the facilities at all times and may attend, free of charge, any event, meeting or course held on RPL premises for the purpose of auditing or reviewing compliance with RPL policies.
- 13.0. RPL, as well as the names of its branches, may only be used by renters to provide a location for their event.
  - 13.1. RPL does not endorse the views of facility renters, nor does rental to one organization preclude rental to other organizations.
  - 13.2. Renters' promotional materials must not imply RPL sponsorship and promotional material for renters' programs must not be posted in RPL facilities without RPL permission.
  - 13.3. Neither the name nor the address of RPL may be used as the official address or headquarters of an organization.
- 14.0. Pursuant to the Indigenous Cultural Practices policy and procedure, smudging is permitted in some RPL facilities and must be requested at the time of booking.
- 15.0. Renters are responsible for:
  - 15.1. setting up the space and returning it to its original condition at the end of their booking;
  - 15.2. cleaning the space after use;
  - 15.3. any loss or damage to the facility or its contents;
  - 15.4. ensuring that fire code occupancy limitations are observed at all times; and
  - 15.5. the behaviour of all individuals attending the renter's event. RPL reserves the right to evict any individual who is creating an unwelcome environment for others.
- 16.0. Renters must agree that neither they nor their guests will contravene the Criminal Code of Canada or the Saskatchewan Human Rights Code and Regulations in any promotion of or during the course of their rental.
- 17.0. RPL reserves the right to refuse or cancel bookings when it reasonably believes:
  - 17.1. use by any individual or group will be for a purpose that is likely to promote, or would have the effect of promoting discrimination against 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, or any similar factor;
- 17.2. use by any individual or group will be for a purpose or action that is contrary to the law or any RPL policy;
  - 17.3. there is a misrepresentation, a likelihood of physical hazard to participants or audiences, a misuse of premises or equipment, or a past misuse or non-payment of fees; and
  - 17.4. the use by individuals, clubs, groups, and organizations is intended to establish RPL as a permanent location for their activities.
- 18.0. Rental fee and deposits:
- 18.1. commercial renters will be required to pay a rental fee in accordance with a schedule determined by RPL;
  - 18.2. the commercial rental fee may be waived by RPL at the discretion of the Library Director and CEO;
  - 18.3. renters may be required to pay a cleaning/damage deposit, which will be returned if the facility is left in good order;
  - 18.4. RPL reserves the right to charge a no-show fee for cancellations after the date set out in the room booking schedule; and
  - 18.5. RPL reserves the right to charge a security deposit and fee for any rental that reasonably requires additional security to protect Library assets or ensure public safety.
- 19.0. Cancellations:
- 19.1. RPL reserves the right to cancel a booking;
  - 19.2. reasonable notice and a reason will be given before cancelling a rental, in which case the rental fee will be returned; and
  - 19.3. facility renters who wish to cancel a booking must provide notice in accordance with the schedule published by RPL; cancellations after the date set out in RPL's schedule will result in a no-show fee being levied against the library card of the person who booked the space.
- 20.0. Application may be made to the Library Director and CEO for exceptions to this policy.