POLICY: **AUDITORIUM, MEETING ROOM AND THEATRE RENTAL**

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

MOTION#/DATE: **99 – 104 – September 21, 1999**
02 – 11 – January 21, 2002
02 – 125 – July 15, 2002

Toronto Public Library guarantees the right of free expression by making available its auditoriums, meeting rooms and theatres to all individuals, groups and organizations whose programs are consistent with the intent of the *Canadian Charter of Rights and Freedoms*, the *Ontario Human Rights Code* and the *Ontario Anti-Racism Policy*.

1. Authority under the Public Libraries Act

The Public Libraries Act (R.S.O. 1990, Chapter P. 44) of the Province of Ontario makes provision for public libraries to make rules regulating all matters connected with the management of the library and library property *[Sec. 23(4)(b)];* and further, "a board may impose such fees as it considers proper … for the use of parts of a building that are not being used for public library purposes". *[Sec. 23(3)(b)].*

2. Purpose

2.1 The meeting rooms, auditoriums and theatres of Toronto Public Library 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.

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

- Library programs, co-sponsored programs and staff meetings;
- library related groups;
- non-profit community groups and organizations;
- City of Toronto departments, agencies**,** boards and commissions;
- charitable organizations;
- others, e.g. commercial groups.

3. Fees

3.1 There are three categories of fees as specified in Appendix 1:

- non-profit groups that do not collect dues or contributions from members;
- non-profit groups that collect dues or contributions from members;
- commercial.

3.2 Room rental fees are waived for:

- meetings convened and attended by City of Toronto Councillors, excluding election meetings;
- departments of the City of Toronto at which City staff are always in attendance;
- meetings of CUPE Local 416, Library Division;
- agencies, boards and commissions of the City of Toronto;
- library associations;
- the Cultural Partnerships Branch of the Ministry of Tourism, Culture and Recreation;
- literacy and ESL tutors who do not charge fees for service;
- co-sponsored programs.

3.3 The schedule of fees will be reviewed annually.

4. Conditions of Use

4.1 Permission to use these facilities does not imply any endorsement of the aims, policies or activities of any group or individual.

4.2 All meetings must be conducted in a manner consistent with the Board's *Rules of Conduct,* and according to the *Rules and Regulations for the Use of Library Facilities,* as may be amended from time-to-time.

4.3 No games of chance, including bingo and lotteries, are permitted.

4.4 Charitable fundraising is not permitted on Library property unless authorized by the Board.

4.5 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.

4.6 Due to limitations of space and adequate facilities, birthday parties, receptions, weddings and similar social events cannot be accommodated.

4.7 Sales of goods are not permitted unless authorized by the Board.

5. Denial of Use

5.1 The Library reserves the right to deny or cancel a booking as may be determined by the following statements:

- use will be denied for a purpose or action that is contrary to the law;
- 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;
- use will be denied to clubs, groups and organizations intending to establish the Library as a permanent location for their activities.

5.2 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.

Appendix 1

Fee Structure

Type of Facility	Charge for Non-profit	Charge for Commercial
Meeting Rooms and Auditoriums	**Non-profit groups that collect dues or contributions from members:** $15/hr* $105/day maximum Auditoriums – prime locations** $50/hr $350/day maximum **Non-profit groups that do not collect dues or contributions from members:** $10/hr* $70/day maximum Auditoriums – prime locations** $35/hr $245/day maximum	$90/hr $630/day maximum Auditoriums prime locations* $100/hr $700/day maximum
Theatres	**Fairview & York Woods** $150/day $1050/week maximum **Palmerston & Oakwood** $75/day $300/week maximum	**All locations** $100/hr $700/day maximum

*** three year phase-in applies to all groups that rented free before June 10, 2002**
****prime locations are TRL, NYCL and L.H. Smith**

- Rates quoted are for the open hours of the requested library. Security costs will apply for all groups renting space outside the hours of operation of the respective location. There may be an additional charge for security/custodial services.
- All rates include GST.
- $30 set-up and breakdown fee standard for all users at Toronto Reference Library. Rates at Toronto Reference Library apply to Beeton Auditorium, Beeton (East) Meeting Room and Beeton (West) Meeting Room.
- Other equipment available at some locations for an additional charge.

TORONTO PUBLIC LIBRARY