



BRACEBRIDGE LIBRARY POLICIES AND PROCEDURES

Policy Number: OP-19
Title: Room Rentals

Board Approval Date: October 14, 2025

Category: Operational
Policy Replacing: OP-19 (2023)

Year of next review: 2028

PURPOSE:

Meeting rooms are primarily for library programs and events. In addition, the library brings together the resources of the library and the activities of the community for educational, cultural, civic, recreational and charitable purposes.

POLICY STATEMENT:

1. The Bracebridge Library:
 - a. Will not knowingly permit any individual or group to use its facilities in contravention of the Criminal Code of Canada. Federal, provincial and municipal legislation and regulations must be observed at all times.
 - b. Recognizing that the Bracebridge Library has a fundamental responsibility for upholding the principles of, as well as advocating for, intellectual freedom, this policy ensures the rights of individuals to make room booking requests.
 - c. Reserves the right to accept or refuse a reservation, or to cancel any booking at its discretion.
 - d. Will set and review rental fees at least every two years.
2. The Chief Executive Officer (CEO), or designate, authorizes the use of the rooms.
3. Staff maintain the meeting room schedule and will make every effort to notify scheduled users of any changes to availability or bookings in case of emergencies.
4. Room bookings will be guided by the following:

- a. Library programs and services, meetings, and events have first priority for scheduling. Bookings by The Town of Bracebridge, for direct Municipal use, have second priority, after which other applications are considered on a first-come, first-served basis.
- b. Room requests/bookings can be made no more than 6 months in advance.
- c. Non-profit organizations may book a maximum of two (2) free room bookings per month.
- d. Any government, community resident, group or business, may request to book a meeting room
- e. Meeting room use shall not disrupt regular library functions, programs or operations.
- f. Fees will apply based on intended use of the meeting room
- g. A "Request for Meeting Room" form must be completed and payment of any rental fee made to secure the booking. Information about the intended use of the room, including the names and affiliations of any speakers must be provided on the form.
- h. The rental fee will be returned if the booking is cancelled by the individual, group or business 5 or more days prior to the event
- i. The rental fee will be returned if the booking cancelled by the library prior to the event
- j. Approval from the CEO is required at the time of booking to conduct for-profit or business activities (e.g., selling of goods or services)
- k. Library meeting rooms may not be used for social or celebratory services except with the approval of the CEO. These events include, but are not limited to, wedding receptions, baby showers and parties.)
- l. Applicants who are denied permission to use these facilities may, upon written request, have the decision reviewed by the Library's CEO, whose decision is final.

5. Room use will be guided by the following:

- a. 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 meeting room rental terms and condition.
- b. Damages to the meeting room, furnishings and equipment will be paid by the applicant
- c. Set up, take down and clean-up will be the responsibility of those using the meeting room
- d. Use of materials or decorations on the walls requires prior written approval of the CEO
- e. Non-alcoholic refreshments and food may be served in the multipurpose room
- f. The maximum occupancy of the meeting room shall be obeyed at all times
- g. All users will agree to hold the library harmless for any loss, damage, liability, costs, and /or expenses that may arise during, or to be caused in any way by such use of the library facility
- h. Renters that engage in selling or taking orders for goods or services must first have the approval of the CEO and have the appropriate business license from the Town of Bracebridge. Obtaining the license and all applicable fees are the responsibility of the renter. Proof of license shall be provided to Bracebridge Library in order to confirm the booking.
- i. It is the renter's responsibility to remove all supplies and refuse from the room at the end of the specified time. Extra costs will be incurred for groups, supplies or refuse which remain beyond the specified end time or delay the closing of the Library or Muskoka Lumber Community Centre, if renting a room after Library hours.
- j. Publicity content should in no way imply that Bracebridge Library advocates or sponsors the event. The Library's logo is not to be used without express written consent of the Library. All material should include the following sentence: "Please note this is not a Bracebridge Library Program/Event."

- k. The location of the event, if advertised, must be listed as the Coulson Family Bracebridge Library.
- l. Library staff will provide initial assistance for the usage of Library equipment, if available at the time of use. Additional equipment requirements are the responsible of the renter, including the connectivity of personal equipment to library equipment or technical assistance with personal equipment.
- m. If the Library staff are asked to provide technical assistance with renter's equipment, the Library assumes responsibility for the safety, security, damage or loss of files, information or data stored, or damage to a renter's personal device, and does not accept any liability for handling personal equipment.
- n. All organizations which apply for use of the library facilities will be required to indemnify the Bracebridge Library Board, Library staff and the Town of Bracebridge against all claims of any nature and kind and costs which may arise out of or by reason of the granting of the applications; and against damage, infringement of royalty right, A.S.C.A.P charges, public performances or speeches, together with any costs which may arise in connection therewith.

MANDATORY GENERAL LIABILITY INSURANCE

All facility users are required to carry General Liability Insurance. This coverage is for the protection of the facility renter, the Town of Bracebridge, the Bracebridge Library and all those participating in the use of the facility during the rental.

Those renting facilities from the Library will be required to produce a liability insurance certificate in the amount of \$ 2,000,000 per occurrence, including full participant coverage and naming the Town of Bracebridge and the Bracebridge Library as additional insured.

If renters cannot produce the required certificate, they will be asked to purchase the required insurance at a nominal cost through a third-party provider as arranged by the Town of Bracebridge.

Room Rental Rates

Room rental rates fall into three categories:

- a) Community Service / Non-profit
- b) Regular (resident)
- c) Government / Commercial

Hourly rates are provided up to a 4-hour maximum, and then convert to a daily rate.

Community Service/Non-profit organizations will be provided access to room rentals for no charge for up to 4 hours. In order to qualify for the community service/non-profit rate organizations must provide registration number or other documentation for approval, at the time of the booking.

Rental fees are waived for:

- a) Meetings convened and attended by the Town of Bracebridge Council or staff, excluding election meetings
- b) Library associations
- c) Co-sponsored programs

The group study and small tutorial rooms are available for use at no-charge for community service groups, non-profits, and regular residents of the community. They cannot be reserved by government or commercial groups. Bookings in these spaces will be monitored and regulated, as deemed necessary, by Library staff to ensure access for all.

Room Description	Community Service/Non-profit	Regular	Government / Commercial
Castle Peak Retirement Residence Multipurpose Room			
Hourly (up to 4 hours)	-	\$50	\$75
Daily	\$155	\$200	\$300
Lyle and Margaret Cathcart Board Room			
Hourly (up to 4 hours)	-	\$30	\$55
Daily	\$85	\$120	\$220

Santa's Village Children's Craft Room			
Hourly (up to 4 hours)	-	\$40	\$75
Daily	\$150	\$160	\$300
Little Friends Story Room			
Hourly (up to 4 hours)	-	\$30	\$55
Daily	\$100	\$120	\$220
Conklin Construction Media Lab			
Hourly (up to 4 hours)	-	\$75	\$120
Daily	\$200	\$300	\$480

For bookings in the MackKay Family Makerspace or Dr. Ted Zhou Recording Studio please contact the Library.

Previous Revisions: OP-19: Room Rentals (2023)

Related Documents: OP-05: Fines & Fees; OP-11 Library Patron Code of Conduct ; OP-17: Use of Library Resources During an Election Bracebridge Library Strategic Plan 2023 - 2026