

## PAYMENTS & REFUNDS

1. Current rental rates can be found on SPL's website.
2. Rental fees are subject to GST.
3. Organizations and individuals who are exempt from paying GST must have their GST exemption verified prior to receiving an exemption on room rentals. To qualify for this, provide proof of exemption at the time of booking.
4. Non-profit organizations and registered charities receive a 20% discount on rental rates (50% discount at the Mayfair Library). To qualify for this, provide your non-profit organization number or registered charity number at the time of booking.
5. Renters must pay for rentals at the time of booking. If the booking is not approved, a refund will be issued to the payment card.
6. Renters can cancel their booking up to one week in advance for a full refund. Refunds are not granted with less than one week's notice.

## ROOM AVAILABILITY

1. Rooms are not available at times when the library is closed, including statutory holidays and outside of operating hours.
2. Rooms may be booked up to 30 minutes before close during open hours.
3. Timelines for bookings can be found under Room Bookings on SPL's website. Room availability is updated in real time.

## ADVERTISING & PROMOTION

1. SPL does not endorse the views of a renter. Promotional materials must not imply an association with SPL and cannot use SPL's logo.
2. Renters may use the name "Saskatoon Public Library" or the names of any library location to advertise the location of the event, so long as it does not imply that SPL is associated with the event.
3. Renters may request that a poster advertising their event be posted in the Library. Posters may be posted in alignment with SPL's Posters, Pamphlets and Publications Procedure.
4. Renters may not use the name or address of SPL as their official address or headquarters.
5. SPL does not promote non-library events on its website or social media, except when the Library is a partner in the event.

# Room Rental REGULATIONS

Effective Sep 2023

## GENERAL

1. To rent a room, you must be at least 18 years old with a valid credit card.
2. By booking an SPL rental room, the renter accepts and agrees to all Room Rental Regulations.
3. The renter is responsible for paying all fees and ensuring that these regulations are followed.
4. SPL will refuse or cancel a rental if:
  - There is a high likelihood these regulations cannot be followed due to the nature of the rental.
  - The rental the expression or dissemination of views that promote or incite hatred, as defined by the *Criminal Code of Canada*.
  - Where attendance is limited on the basis of religion, creed, marital status, family status, sex, sexual orientation, disability, age, colour, ancestry, nationality, place of origin, race or perceived race, receipt of public assistance or gender identity.
5. The renter is for an illegal purpose.
6. The rental is intended to establish an SPL location as the permanent location of the activities of a person, club, group, organization or company.
7. There is past misuse or non-payment of fees.
8. Organizers have misrepresented the purpose of the rental.
9. The renter and their employees, agents, members and associates will at all times save, defend, hold harmless and fully indemnify SPL against any claim of personal injury or illness and property damage or loss suffered on or about SPL premises.

## USE OF SPACE

1. Organizers may not charge admission or sell items or services at an event without written permission from SPL secured at least one week in advance of the rental.
2. SPL requests information on the nature of the rental—including topics for discussion and speaker information—and any changes to the event must be communicated to the Library immediately; upon such communication, the Library reserves the right to cancel the booking. The Library may request documentation to verify that certain activities have the necessary approvals or permits, such as public performance rights for films, a business license or permits for gambling.
3. Once the writ is dropped, or Nomination Day in municipal elections, rooms may not be booked by or on behalf of any elected official, candidate for political office, representative of political parties, or registered third-party advertiser for the purpose of campaigning during an election period. Election forums or debates where all candidates are invited are allowed. All bookings must follow the *Political Use of Library Spaces Policy*.
4. Renters who wish to invite media to events within library rooms must submit their request to SPL in advance for approval. All video and photos of events must follow SPL's *Public Photography & Filming Procedure*.
5. Renters may access rooms during the times specified in the rental agreement. Accessing rooms before or after the time period booked is not permitted.

## SAFETY & CONDUCT

1. Renters must at all times follow SPL's *Safe Use & Conduct Bylaw* when using SPL spaces and rooms.
2. No open flame is permitted. Smudging and the burning of ceremonial materials may be permitted in some SPL locations if requested at the time of booking.
3. Renters may not make excessive noise or interfere with library operations, patrons, or other occupants in a shared facility.
4. Weapons are prohibited on library premises.
5. Violence and harassment are not allowed in library spaces.
6. Smoking and vaping are prohibited in library spaces or within three meters of an entrance.
7. Consuming, carrying, selling or being under the influence of drugs or alcohol is prohibited on library premises.
8. Renters may not tamper with library devices, equipment or networks, or use them for illegal purposes, or to access illegal or prohibited content. All internet use must follow the *Terms of Use for Computers and WiFi*.
9. For fire safety, renters must adhere to a room's occupancy limits, alert their guest to fire exits, and must not load electrical outlets beyond their capacity.
10. Renters must not contravene the Criminal Code of Canada or any other federal, provincial or municipal law.
11. If SPL determines there is a need to have security guards on site during an event held by a renter of library space, the renter must pay \$30/hour per guard.

## CLEANING & ROOM CONDITION

SPL rooms are used for programs, events and may be rented by multiple renters in a day. As such, renters must take care to leave the room in good condition for the next renter.

1. Renters may request tables, chairs and other available amenities at the time of booking. Renters are responsible for setting up and arranging tables and chairs.
2. Renters must return the room to the condition it was in before the event. This includes:
  - Wiping down tables and chairs and returning them to their original position, including stacking chairs and folding tables.
  - Putting waste and recycling into the appropriate containers.
  - Ensuring floors are free of significant debris, garbage, or spills.
3. Tape, push pins, nails, sticky-tack or other fixtures may not be used on walls, ceilings or stages.
4. Structures may not be erected in the room. For example, rental equipment such as a bouncy castle or climbing apparatus.
5. If the room is not returned to a usable condition, or there is cleanup needed after a rental, there is a minimum charge of \$35. Renters may be billed for additional cleaning charges as determined by SPL.
6. Food and drink are not allowed in the Frances Morrison Central Library Theatre.
7. Renters will be charged for any damage to library property that results from the rental or event.