

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
10 – 061 – April 12, 2010

Effective Date

July 1, 2010

1. Authority under the Public Libraries Act

The Public Libraries Act (R.S.O. 1990, Chapter P. 44) of the Province of Ontario authorizes public library boards to make rules regulating all matters connected with the management of the library and library property [s. 23(4)]; 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 [s. 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 other library purposes;
- 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 two categories of fees as specified in Appendix 1:

- non-profit;
- commercial.

3.2 Room rental fees are waived for:

- meetings involving members of the public 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 Toronto Public Library Worker's Union Local 4948 - CUPE;
- agencies, boards and commissions of the City of Toronto at which staff are always in attendance;
- library associations;
- the Ontario Ministry responsible for public library service;
- literacy and ESL tutors who do not charge fees for service;
- co-sponsored programs.

3.3 The schedule of fees will be reviewed regularly.

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 *Regulations of Use*, 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 Birthday parties, receptions, weddings and similar social events may be accommodated in designated locations, subject to the *Regulations of Use*.
- 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, in the Library's opinion, that is contrary to the law or the Library's Rules of Conduct;
 - 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 individuals, clubs, groups and organizations intending to establish the Library as a permanent location for their activities, including establishing offices in library meeting rooms.
- 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.

Related Policy: The Bram and Bluma Appel Salon at the Toronto Reference Library Rental Policy and Fee Schedule

Appendix 1

Fee Structure

Type of Facility	Charge for Non-profit	Charge for Commercial
Meeting Rooms and Auditoriums	\$15/hr Auditoriums – prime locations * \$55/hr	\$110/hr Auditoriums prime locations* \$125/hr
Theatres	Fairview & York Woods \$185/day Palmerston \$95/day	All locations \$125/hr
*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 bookings outside the hours of operation of the respective location. There may be an additional charge for security/custodial services.
- All rates exclude applicable taxes such as HST.
- \$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 Branch Meeting Rooms
Snapshot of Rooms with Availability on March 25, 2011
(excluding rooms with no availability)**

Ward	Councillor	Branch	Current Availability
Etobicoke North – Ward 1	Vincent Crisanti	Albion	Mondays, 9:00 am – 11:00 am
Etobicoke Centre – Ward 4	Gloria Lindsay Luby	Richview	Mondays, 9:00 am – 12:00 pm Fridays, 2:00 pm – 5:00 pm
Etobicoke- Lakeshore – Ward 6	Mark Grimes	Long Branch	Fridays, 1:00 pm - 5:00 pm
		Mimico Centennial (branch is not accessible)	Fridays, morning or afternoon
		New Toronto	Fridays, 10:00 am – 12:00 pm
York West – Ward 7	Giorgio Mammoliti	Black Creek	Fridays, 1:30 pm – 5:00 pm
		Humber Summit	Flexible availability during open hours on most open days
York West – Ward 8	Anthony Perruzza	York Woods	Flexible availability during open hours on 3 to 4 days a week
York Centre – Ward 9	Maria Augimeri	Downsview	Flexible availability during open hours on Thursday or Friday
York South- Weston – Ward 12	Frank Di Giorgio	Evelyn Gregory (branch is not accessible)	Flexible availability during open hours on Saturday
Parkdale-High Park – Ward 13	Sarah Doucette	Annette Street	Flexible availability during open hours on 3 to 4 days a week
Parkdale-High Park – Ward 14	Gord Perks	Parkdale	Currently booked by Councillor on Friday mornings
Eglinton- Lawrence –	Josh Colle	Barbara Frum	Fridays, 1:30 pm - 4:30 pm

**Toronto Public Library Branch Meeting Rooms
 Snapshot of Rooms with Availability on March 25, 2011
 (excluding rooms with no availability)**

Ward	Councillor	Branch	Current Availability
Ward 15		Maria A. Shchuka	Available most mornings until noon
		Oakwood Village and Arts Centre	Flexible availability during open hours on most days
Davenport – Ward 17	Cesar Palacio	Dufferin/ St./Clair	Fridays, 10:30 am - 4:30 pm
		St. Clair/Silverthorn (branch is not accessible)	Flexible availability during open hours on 3 to 4 days a week
Davenport – Ward 18	Ana Bailão	Perth/Dupont (branch is not accessible)	Available Saturdays during open hours
Trinity-Spadina – Ward 19	Mike Layton	College/Shaw	Flexible availability during open hours on 3 to 4 days a week
St. Paul's – Ward 21	Joe Mihevc	Davenport	Flexible availability during open hours on Tuesdays and Saturdays
		Wychwood	Fridays, 1:30 pm - 5:00 pm
St. Paul's – Ward 22	Josh Matlow	Mount Pleasant	Fridays, 1:30 pm - 5:00 pm
Don Valley West – Ward 25	Jaye Robinson	Locke	Available Fridays during open hours
Don Valley West – Ward 26	John Parker	Leaside	Saturdays during open hours
Beaches-East York – Ward 31	Janet Davis	Dawes Road	Fridays, 10:30 am - 3:00 pm
Beaches-East York – Ward 32	Mary-Margaret McMahon	Danforth/Coxwell	Fridays, 1:00 pm – 5:00 pm Saturdays, 10:00 am – 12:30 pm

**Toronto Public Library Branch Meeting Rooms
Snapshot of Rooms with Availability on March 25, 2011
(excluding rooms with no availability)**

Ward	Councillor	Branch	Current Availability
		Main Street	Wednesdays during open hours
Don Valley East – Ward 33	Shelley Carroll	Fairview	Thursday and Friday afternoons
		Pleasant View	Fridays, 10:30 am – 5:00 pm
Don Valley East – Ward 34	Denzil Minnan- Wong	Brookbanks	Fridays, 1:00 pm – 5:00 pm
		Victoria Village	Fridays, 1:00 pm – 5:00 pm
Scarborough Southwest – Ward 35	Michelle Berardinetti	Eglinton Square	Fridays, 1:00 pm – 5:00 pm
Scarborough Southwest – Ward 36	Gary Crawford	Cliffcrest	Fridays, 10:30 am – 5:00 pm
		Taylor Memorial	Thursdays, 2:00 pm – 5:00 pm Fridays, 2:00 pm – 5:00 pm
Scarborough Centre – Ward 37	Michael Thompson	Kennedy/Eglinton	Thursdays, 2:00 pm – 5:00 pm Fridays, 2:00 pm – 5:00 pm
		Maryvale	Saturdays, 10:30 am – 1:30 pm
Scarborough Centre – Ward 38	Glenn De Baeremaeker	Bendale	Flexible availability during open hours on 3 to 4 days a week.
Scarborough- Agincourt – Ward 39	Mike Del Grande	Steeles	Thursdays, 10:30 am – 12:30 pm
Scarborough- Rouge River – Ward 41	Chin Lee	Goldhawk Park	Thursdays & Fridays, 1:00 pm – 5:00 pm
Scarborough- Rouge River – Ward 42	Raymond Cho	Malvern	Flexible availability during open hours on 3 to 4 days a week

**Toronto Public Library Branch Meeting Rooms
Snapshot of Rooms with Availability on March 25, 2011
(excluding rooms with no availability)**

Ward	Councillor	Branch	Current Availability
Scarborough East – Ward 44	Ron Moeser	Highland Creek	Wednesdays, 2:00 pm – 4:30 pm
		Port Union	Flexible availability during open hours on 3 to 4 days a week

3/25/2011