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## **MOOSE JAW PUBLIC LIBRARY ROOM RENTAL POLICY**

The Moose Jaw Public Library (MJPL) welcomes the public to use its meeting rooms and theater. In keeping with MJPL's mission and values, MJPL permits use of these spaces for community events, educational programs and other relevant programs when such use does not interfere with MJPL or Moose Jaw Museum and Art Gallery and Museum (MJM&AG) services/activities. This policy outlines terms and conditions of use of meeting rooms and theater rentals at the Library Building.

As a gathering place in the community, the Library is committed to maintaining a value-neutral and welcoming environment, free from discrimination or harassment, that fosters lifelong learning and recreation through access to a variety of viewpoints and expressions.

The Meeting rooms and theater are made available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting use, in accordance with the Canadian Charter of Rights and Freedoms, the Saskatchewan Human Rights Act, and the CFLA-FCAB's policy position on third party use of publicly funded meeting rooms.

### **GENERAL**

To rent a space at the Library the renter must contact the Library or make an online booking using the reservation system. Currently, payment can be made by cash or cheque by visiting the Library. Bookings are granted in the order they are received as long as they don't conflict with activities or programs of the agencies operating in the building.

The renter and their employees, agents, members and associates will at all times, save, defend, hold harmless and fully indemnify MJPL against any claim of personal injury or illness and property damage or loss suffered on or about MJPL premises.

## **FEES**

The fee structure is available on the Library website. Tables and chairs in the meeting room and microphones are available free of charge. Additional assets are also available for rent in their current condition. While the Library aims to have all assets in good working order the Library provides these assets without any guarantees or warranties expressed or implied.

Any rental outside of regular Library operating hours are subject to a fee for security. Any rental in the Theatre is subject to a fee for a Theatre Technician at a minimum of 3 hours.

The renter is responsible for paying all fees either on or before the date of the booking and ensuring that these terms are followed:

- By booking an MJPL room or theater, the renter accepts and agrees to all items under The Moose Jaw Public Library Room Booking Policy
- Bookings must be made 48 hours prior to the event date in order to be approved for rental
- Renters must provide 72 hours' notice of cancellation, or payment for reservations must be made.
- The Library retains the right to cancel a reservation with reasonable notice. In extreme circumstances, the library may need to cancel a reservation without notice.
- Weekly recurring reservations are accepted for 8 consecutive bookings, renewable at the end of this period. Monthly reservations can be made on one application form but for no more than 6 months at a time.

## USE OF SPACE

MJPL will refuse or cancel a rental if:

- There is a high likelihood this policy or the Moose Jaw Public Library's [Rules of Conduct](#) cannot be followed due to the nature of the rental.
- The rental is for an illegal purpose. The MJPL will not knowingly permit any individual or group to use its meeting rooms or theater for any illegal purpose, including contravention of the Criminal Code and criminal law of Canada.
- The rental is intended to establish MJPL as the permanent location of the activities of a person, club, group, organization or company.
- There is past misuse or non payment of fees.
- Organizers have misrepresented the purpose of the rental.
- Unique circumstances for which the Library must cancel the reservation.

Food and beverages may be served in the meeting rooms. In the theater, only water is allowed. If the renter wishes to serve alcoholic beverages, a written request for permission must be submitted to Library Administration in advance of the event and adhere to the Saskatchewan Liquor Board regulations. Smoking is not permitted anywhere in the building.

Activities must not interfere with the normal work of the Library/Museum. All attendees must adhere to the Rules of Conduct, and any disruptive behavior may result in denied access to meeting rooms or an additional charge.

Groups are responsible for leaving rooms in a neat and orderly condition after each use and refrain from affixing signs to any painted or wood surfaces. Groups using the rooms assume responsibility for any damage to rooms and contents.

Groups using the rooms assume responsibility for the security of the rooms, ensuring that only authorized persons can access the rooms, and ensuring rooms are locked again when the event is over.

Advertising of meetings or events taking place in MJPL spaces shall not imply endorsement by the Library Board of the content of the program or event, unless such events are explicitly endorsed or co-sponsored by MJPL. The MJPL logo and any other indications of library affiliation must not be used in any third-party event advertising.

The permission to use meeting rooms and theater does not signify that The City of Moose Jaw, The Moose Jaw Museum & Art Gallery or the Moose Jaw Public Library endorses the policies or beliefs of the individual(s), group(s) or organization(s) using the room.

MJPL staff must have access to facilities at all times and may attend any meeting/event free of charge to audit and/or review compliance with MJPL policies.

