



Petawawa Public Library Policy Manual

OP-01: Rotary Room Rental

Passed:

Amended: December 14, 2011; January 11, 2012; March 26, 2018; May 27, 2019

Review: Annually

Intent

To offer the Petawawa Public Library's Rotary Room as a service that encourages community use by organizations, businesses, groups and individuals, while at the same time providing the opportunity for revenue.

Regulations

1. The Rotary Room may be used for functions and activities that complement the basic purpose of the library.
2. The primary use of the Rotary Room is for the Petawawa Public Library, followed by the Petawawa Rotary Club.
3. Any potential controversies shall be referred to the Petawawa Public Library CEO for final approval.

Procedures

Terms and Conditions of Use for the Petawawa Public Library Rotary Room

Eligibility

- The contract holder must be a minimum of 18 years of age.
- The person who signs the contract must be duly authorized to do so on behalf of the contract holder (and of the sponsoring organization if applicable).

Liability and Insurance:

1. The contract holder agrees to indemnify and hold harmless the Petawawa Public Library and the Town of Petawawa from all claims, demands, causes or action, loss, costs or damages that the Petawawa Public Library and the Town of Petawawa may suffer, incur, or be liable for resulting from the contract holder's negligence, acts or omissions, or failure to adhere to the terms and conditions related to the holding of the event described in the contract.
2. For commercial use/events, the contract holder shall, at its own expense, maintain during the rental term(s), comprehensive general liability insurance of no less than \$2,000,000 naming the Petawawa Public Library as an additional insured. An insurance certificate indicating such will be required to be provided to the Library prior to the release of the Rotary Room Agreement.
3. For non-commercial and not-for-profit use/events, the Petawawa Public Library recommends that all event organizers understand their exposure to risk/liability associated with their event and consider comprehensive general liability coverage for their meeting room rental.
4. For events where alcohol is served, the contract holder shall, at its own expense, maintain the rental term(s), comprehensive general liability insurance of no less than \$2,000,000 naming the Petawawa Public Library as an additional insured. An insurance certificate indicating such will be required to be provided to the Library prior to the release of the Rotary Room Agreement.

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5. The Petawawa Public Library CEO reserves the right to require comprehensive general liability insurance coverage, at the contract holder's expense, for any event held at the Petawawa Public Library.
6. The Petawawa Public Library reserves the right entirely at its discretion to accept or reject any application for use of the Petawawa Public Library facilities.

Legalities and Permits:

1. The contract must be signed and a copy left on file with a Library employee at the time of booking.
2. Paid bookings are not confirmed until full payment has been received.
3. Fire Code Regulations permit occupancy of up to 50 persons.
4. The contract holder must comply with all applicable Federal, Provincial and Municipal by-laws (including but not limited to those relating to taxes and licensing matters) that apply to the use of the premises and function for which this contract is issued.
5. A Special Occasion Permit must be obtained at the expense of the contract holder if alcoholic beverages are being served. Conditions attached to the liquor permit (including but not limited to the Municipal Alcohol Policy) must be adhered to. Failure to do so will result in a refusal to grant future rentals.
6. The contract holder must comply with all applicable rules and regulations, policies and procedures of the Petawawa Public Library and the Town of Petawawa, including all Town By-laws.
7. Bookings cancelled by the contract holder at least one week prior to the event date will be refunded minus an administrative fee of \$10. Refunds will not be issued for cancellations made by the contract holder less than one week in advance of the event date.
8. The contract holder understands that the employees at the Petawawa Public Library and the Petawawa Civic Centre have full control of the facility. If deemed necessary for the safety of the participants, spectators, or the public at large they may close down operations. Should such a cancellation occur, it is understood that neither the Petawawa Public Library nor the Town of Petawawa will be held responsible for any loss incurred by the contract holder and it is further understood that the contract holder will be exonerated on a pro-rated basis from payment requirements for the lost meeting room time.

Conduct:

1. The contract holder agrees that they are responsible for the conduct and actions of those who are participating under this agreement.
2. The contract holder agrees that persons under the age of 18 years (minors) shall be under the care and supervision of adults at all times.
3. The contract holder will not do or permit to be done anything which shall be a nuisance to the facility and/or facility users and will not do, or permit to be done, in or upon said premises any act which shall or may be an annoyance, inconvenience or damage to either the Petawawa Public Library or the Town of Petawawa, or its members and other persons lawfully using the premises.
4. The contract holder understands that the actions of employees are directed by Corporate Policy. Any concern to Corporate Policy and/or the actions of the employees need to be addressed to the CEO of the Petawawa Public Library. Any abuse or harassment of employees on such matters shall be cause for termination of the contract.
5. The contract holder understands that neither the Petawawa Public Library nor the Town of Petawawa will be held responsible for lost or stolen property.



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Room Use:

1. The contract holder agrees to use only brick clips provided by the Petawawa Public Library to affix any items used for display purposes on the brick walls of the Rotary Room.
2. The contract holder is responsible for the decorating, set-up of tables and chairs, and removal of decorations.
3. The contract holder shall use any equipment and furnishings provided in the Rotary Room in a manner consistent with their intended use.

Upon Completion of Event:

1. The contract holder agrees to remove all articles, goods and effects brought on the premises immediately following the event and will clean the room prior to departure. Articles left after 72 hours will be disposed of at the discretion of the Petawawa Public Library.
2. The contract holder will be responsible and reimburse the library for any missing articles or any damage caused by improper use of the Rotary Room due to direct negligence on the part of anyone connected with the rental or attending the event.
3. Where additional cleaning of the premises is deemed necessary by the Petawawa Public Library, the contract holder agrees to pay the cleaning charge as deemed by the Library.

The Petawawa Public Library reserves the right and authority to enforce the above regulations and refuse admission to any person or group of persons on any grounds whatsoever; and/or refuse the privilege of returning to the Rotary Room at any time to any such person or group of persons, without prejudice to the right of the Petawawa Public Library and the Town of Petawawa to the rent secured under the Contract.

Fee Schedule for Rotary Room	
Personal Gatherings	\$32 (max 4 hrs.)
Recurring Personal Gathering	\$25 (max. 4 hrs.)
Business, Organizations	\$50 (max. 4 hrs.)
Recurring Business, Organizations	\$40 (max. 4 hrs.)
Hourly Rate	\$15 (max. 3 hrs.)
Non-profit Organizations (Minor soccer, minor hockey, etc.)	Free for meetings

Notes

1. A Rotary Room Rental Agreement form will be signed for each room rental.
2. All rentals will be paid in advance of the event.
3. If the same group books the room several times a year, the first signed form will remain in effect with a new form being filled out at the beginning of each year.
4. Recurring rate refers to long-term, weekly bookings.