Terms and Conditions

As the Library is a central meeting place in the community, the meeting rooms serve to accommodate gatherings of people from a broad cross-section of the community. The goal is to maintain a high level of usage in a financially self-sustaining manner and provide space for groups/individuals so that they may achieve their own goals and objectives. Nonetheless, rooms may not be available to groups/individuals that promote ideology, or who have goals, that directly oppose or are in conflict with those of the Cobourg Public Library Board; or, to groups/individuals presenting beliefs that are socially unacceptable, or who have agendas which are not in accordance with the safe operation of the Cobourg Public Library.

Library programs, services, meetings, and events have first priority for scheduling, after which other applications are considered on a first-come, first-served basis.

Facilities

The Rotary Room is an open area of approximately 1,400 square feet and is divisible via a retractable partition.

The full room can accommodate up to 80 people, depending on seating arrangements and other furniture requirements. Capacity will be determined by the Administrative Coordinator based solely upon the set up of furniture and equipment in the room. By-laws and guidelines released by the municipal, provincial, and federal governments may impact capacity limits of the space, and will be communicated and enforced by the Administrative Coordinator.

The Rotary Room and Cobourg Public Library facilities are fully accessible, and accommodations are available as required.

Chairs (50) and tables (15) are available for your use. Costs of the rental, storage, and moving/transport of additional tables and chairs are the responsibility of the renter.

Audio Visual Equipment available for use includes:
Ceiling mounted projector with pull-down screen and HDMI connection is available.
Sound system
Blu-Ray player
Two wireless microphones
Laptop
Podium
Hybrid meeting system
Additional equipment may be available for use: please request in advance.

All equipment must be left in the same condition as it was found.

Library staff are able to assist with the use of Library owned equipment. This includes the laptop, projector, blu-ray player, microphone and other audio-visual equipment. Staff are not able to troubleshoot equipment issues, particularly those with client equipment.

A small kitchenette with fridge and coffee urn is available upon request.

Food and beverages may be catered or supplied by the renter.

Bottled water is not permitted for sale.

Alcoholic beverages are not permitted.

All events must be completed, and the meeting room vacated, prior to the closing of the Library, unless previously arranged with the meeting room co-ordinator. Events must always be completed and the meeting room vacated as per the agreement with the meeting room co-ordinator.

All decorations must be freestanding and nothing may be attached to the walls, doors, or ceiling, unless otherwise approved by the Meeting Room Coordinator.

No smoking, vaping, lighting of candles, or burning of any other materials is permitted in the Library or its meeting rooms.

Fees & Finances

	One Time Period (up to four hours)	Two Time Periods (in excess of four hours)
Community Booking (non-profit organization or private event)	$85.00	$125.00
Commercial Booking	$150.00	$225.00
Security Fee	$26.00 per hour outside of Library hours ***Must be prearranged. This service is not always available.*	
Technology Support Fee	$40.00 per hour if you require Library staff to run the hybrid meeting system for you. ** *Must be prearranged. This service is not always available.*	

A building security fee of $26.00 per hour ($26.00 minimum) is applicable for out-of-hours coverage for meetings scheduled to start before or end after the following hours of coverage:
10:00 AM – 8:00 PM Monday
10:00 AM – 8:00 PM Tuesday
10:00 AM – 8:00 PM Wednesday
10:00 AM – 5:00 PM Thursday
10:00 AM – 5:00 PM Friday
10:00 AM – 5:00 PM Saturday
1:00 PM – 5:00 PM Sunday

The room is not available on days when the Library is closed. This includes, but is not limited to holidays, as well as Sundays during the months of July & August.

An administration fee ($50) will be charged when bookings are cancelled within one week of the booked date.

Should the Library be required to cancel the booking due to circumstances beyond control, a full refund will be issued to the renter for the cancelled date(s).

The room must be left in the same condition as it was found. If after your event, the meeting room is in need of extra cleaning, or repair, there will be an additional charge. This will be charged at the sole discretion of the Cobourg Public Library.

The Cobourg Public Library reserves the right to withdraw future rental privileges.

Other Terms

A valid Cobourg Public Library membership is required to rent the Rotary Room.

All meetings must be conducted in accordance with all of the policies of the Cobourg Public Library, including the *Public Conduct Policy* and *Solicitation Policy.*

All federal, provincial and municipal laws, by-laws and fire regulations are to be observed by all renters at all times.

Use of the facilities will be denied if there is a likelihood of physical danger to people, premises, or equipment; if there has been a misrepresentation of the group's aims; if a group has previously misused facilities or has not paid the required fee; if the proposed activity/event is against the law, (e.g. Games of Chance/Crown and Anchor Wheel); or if the activity will negatively impact Library operations.

Organizations must clearly indicate their names and provide contact information, in their advertising, for meetings being held on Library premises. The Library will not be responsible for the promotion of events held in the rented room.

The Cobourg Public Library will assume no responsibility for damages or expenditures on behalf of the Agreement holder through mechanical failures, or any circumstances beyond the Library's control, resulting in cancellation of the event

Groups or individuals booking the meeting rooms are responsible for any charges resulting from furniture, building or equipment damage or loss.

The Library does not assume responsibility for personal injury or damage, or for lost or stolen articles belonging to any group or individual using the meeting rooms or attending a program or meeting.

The Library will not store items or materials for users in advance. All items, including catering, associated dishes, and utensils should be removed immediately after the event.

Library personnel must be permitted access to the meeting rooms at any time during the rental period.

Permission to use meeting facilities does not imply endorsement by the Library of the aims, policies, or activities of any group.

The Library does not provide advertising for meetings or programs unless the Library is a co-sponsor. Where the Library is not a co-sponsor, groups using the Meeting Rooms must not imply in any way in their advertising or publicity that the Library Board endorses the group's meeting, aims, policies, or activities. The Library should appear only as the location of the meeting.

The Cobourg Public Library Board reserves the right to accept or refuse a reservation or to cancel any booking at their discretion.

It is the sole responsibility of the applicant to ensure that all conditions are met.

Liability insurance may be a requirement of renting the Rotary Room, as determined by Library staff when making the booking arrangements.

The personal information related to booking a room at the Cobourg Public Library is collected under the authority of sections 20 (a) and (d) of the Public Libraries Act. This information will only be used to reserve room rentals, and related equipment rentals, by the Cobourg Public Library. Questions related to the collection of this personal information should be directed to the Administrative Coordinator, Jocelyn Gard, 905-372-9271 ext. 6249, jgard@cobourg.library.on.ca