

Peterborough Public Library Room Booking Policy



Policy Number: PPL-002
Revision: 003
Approval: Library Board

Pages: 007
Date: March 10, 2026
Use: Public

1. Purpose

The Peterborough Public Library welcomes the use of its meeting rooms by members of the public. As part of its service to the community, the meeting rooms are available for rental to community groups, agencies, and organizations.

2. Scope

The policy outlines the priorities, terms, and conditions for the use of meeting rooms. Meeting rooms are primarily provided for Library and Library-related programs and meetings. Once these needs are met, they may be available as public facilities to be booked for meetings, education, training, cultural events, and community interest activities.

3. Policy Objectives

This policy aims to support the Library's objectives of upholding principles of Intellectual Freedom, providing equitable access to services, and maintaining a welcoming, inclusive, and supportive environment free from discrimination and harassment.

4. Definitions

- 4.1. **Applicant:** The individual who is applying for and signs the rental agreement.
- 4.2. **Board:** Peterborough Public Library Board
- 4.3. **City:** Corporation of the City of Peterborough
- 4.4. **Co-Sponsored:** A program or event in which the Library actively develops and presents with a community organization.
- 4.5. **Formalized Library Collaborators:** A group or organization with whom the Library has entered into a formal agreement to offer services.
- 4.6. **Library:** Peterborough Public Library

5. Intellectual Freedom

The Library strives to protect individual privacy and avoid censorship as part of its dedication to intellectual freedom. Restrictions, limitations, and/or exceptions will be made under law or Library policy.

The Peterborough Public Library endorses the Canadian Federation of Library Association's [statement on intellectual freedom](#):

“...that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly.”

The Library is governed by the Canadian Copyright Act, the Criminal Code of Canada and other legislation governing access to expressions of knowledge and intellectual activity.

The Library endeavors to uphold the right of all individuals to access knowledge, information, and ideas through Library materials, resources, and services. This may include permitting room bookings by third parties that some individuals may find unpopular, consider controversial, or offensive.

6. Use of Space

The Library prioritizes the use of space as follows:

- 6.1 Library purposes, including but not limited to programs, co-sponsored events, meetings, and training.
- 6.2 Library-related groups (e.g.: Friends of the Library).
- 6.3 City of Peterborough
- 6.4 Formalized Library Collaborators
- 6.5 Community groups and organizations

7. General Conditions of Use

- 7.1. All meetings and events must be conducted in accordance with all federal provincial, and municipal laws, and policies of the City and Library, including the Code of Conduct.
- 7.2. Permission to use the meeting space does not imply endorsement by the Library of the aims, policies, or activities of any group or individual.
- 7.3. The Library will not knowingly permit any individual or group to use its facilities in contravention of the Criminal Code of Canada or the Human Rights Code.
- 7.4. Groups using the facilities may not limit attendance on the basis of race, colour, religions, sex, age, sexual orientations, mental or physical disability as defined by the Ontario Human Rights Code, 1990, and the Canadian Charter of Rights and Freedom, 1982.
- 7.5. Organizations are responsible for complying with all applicable laws and by-laws.
- 7.6. The sale of goods is not permitted unless prior approval is given by the Library and insurance has been secured.

- 7.7. Reasonable noise levels must be observed during events taking place during Library operating hours.
- 7.8. Library personnel must be permitted access to the rooms at any time during the meeting.
- 7.9. The Library will not store items or materials for users in advance. All items, including catering, associated dishes, etc., shall be removed at the end of the rental period.
- 7.10. The Library reserves the right to limit the number of bookings as patterns of use may limit Library and community access to the space.
- 7.11. Smudging is permitted with prior approval from staff.
- 7.12. Events or activities that may require additional safety measures may be required to book through the City's events and facility booking and permitting process. The Applicant will be responsible for any additional charges as deemed necessary for the booking.

8. Denials of Use

While the Library is committed to ensuring community members and organizations have opportunities to further their goals through the use of Library meeting spaces, the Library is also committed to maintaining a safe space in accordance with Library and City policies and applicable laws.

- 8.1. The Library may deny applications for use based on the availability of the space, frequency of use, or requests for space by other groups and organizations.
- 8.2. There has been a misrepresentation of the Applicant's aims.
- 8.3. There is a likelihood of physical danger to people, premises, or equipment.
- 8.4. A group has previously misused facilities or not paid the required fees.
- 8.5. Use of any group, organization, or individual that intends to establish the Library as a permanent or semi-permanent location for their activities, including establishing offices in meeting rooms.
- 8.6. Use will include gambling, lotteries, or games of chance.
- 8.7. The activity will negatively impact Library operations.

9. Booking Information

9.1. Fees

- 9.1.1. Fees are detailed on the [Room Rentals](#) page and are subject to change.
- 9.1.2. Fees must be paid at the time of booking by credit card (MasterCard, AmEx, or Visa), cash, or cheque.
- 9.1.3. Payment of fees confirms you agree with the terms and conditions outlined in the room rental contract.
- 9.1.4. A NSF (non-sufficient funds) cheque will be subject to a \$35 handling charge.
- 9.1.5. Using the space beyond the permitted time may result in additional charges or denial of future use.

9.2. Regulations

- 9.2.1. All bookings are made through designated Library staff. The Library may not be able to accommodate last minute bookings.
- 9.2.2. Rooms may be booked by phone, email, or in-person.
- 9.2.3. The Library reserves the right to review the rental application and agreement form.
- 9.2.4. Acceptance or refusal of a specific booking shall be at the discretion of Library Management. Any person or group so refused may appeal the decision (see section 11).
- 9.2.5. Meeting rooms may be booked up to 12 months in advance based on availability.
- 9.2.6. Persons or organizations must appoint a contact person who is 18 years of age or older who will sign documents, make arrangements, and be responsible for the equipment and security/safety of the rooms.

9.3. Cancellations

- 9.3.1. Cancellations made at least 7 days before the booking will be refunded minus a 10% administration fee. No refund will be given if booking is cancelled within 6 days of the date of the booking.
- 9.3.2. In case of emergency or unanticipated Library need, the Library reserves the right to cancel meeting room use or provide an alternative.
- 9.3.3. If the Library is unable to provide the premises for the Applicant's use due to matters beyond the Library's reasonable control, including but not limited to mechanical failure, damage to the premises, or labour disruption, then the booking shall be terminated, and the Applicant shall be entitled to a full refund. The Applicant will waive any claims for damages or compensation, including compensation of any expenditures, on such account of such termination other than the refund referred to above.

9.4. Publicity

- 9.4.1. Publicity and signs by the organization regarding their booking must not imply endorsement by the Library.
- 9.4.2. Distribution of promotional material or directional signage in the Library is only permitted on the day of the event with staff permission, and it must be removed at the end of the event.
- 9.4.3. Groups may submit posters for their event to be posted on the Library's Community Information Display board in accordance with that policy.

9.5. Loss of Rental Privileges

The Library, in its sole discretion, reserves the right to terminate the Applicant's use of the premises:

- 9.5.1. For failure to follow this policy, the Code of Conduct, or the terms of the rental agreement.
- 9.5.2. If the applicant has invoices of any sort outstanding for three (3) months.

9.6. Controlled Substances

- 9.6.1. The Library is an alcohol-free facility.
- 9.6.2. Smoking or vaping is not permitted anywhere on Library property or within three (3) meters of any entrance.
- 9.6.3. The use of open flames is strictly prohibited (with the exception of smudging see 7.11).
- 9.6.4. Open possession or consumption of a controlled and/or prohibited substance is not permitted and may result in loss of Library privileges.

9.7. Damages

- 9.7.1. The Library is not responsible for theft or loss of articles or property belonging to persons renting Library property arising out of the occupancy by a group.
- 9.7.2. The Library is not responsible for damage to the Library arising out of the occupancy by any person or group.
- 9.7.3. Rooms must be left in an orderly and clean condition. Loss or damage to any Library property arising out of the occupancy by a group must be paid for by that group.
- 9.7.4. It is the responsibility of the renting group to evacuate the room in case of a fire alarm or other emergency.

9.8. Equipment

- 9.8.1. Audiovisual equipment may be available when booked in advance.
- 9.8.2. Due to limited staff resources, the Library cannot guarantee staff will be available to provide audiovisual assistance on the day of the booking. An Applicant may request an orientation of the audiovisual equipment, which must be arranged at least one (1) week in advance.
- 9.8.3. For the Friends of the Library Community Room only: Use of the kitchenette is for serving light refreshments only. The Library does not supply dishes, utensils, or cleaning supplies. Serving of food must be in compliance food safety requirements.

10. Mandatory Liability Insurance

All facility users are required to carry Liability Insurance. This coverage is for the protection of the facility renter, the City of Peterborough, the Peterborough Public Library, and all those participating in the use of the facility during the rental.

- 10.1. Those renting facilities from the Peterborough Public Library will be required to produce a liability insurance certificate in the amount of \$2,000,000 per occurrence, including full participant coverage and naming the City of Peterborough and the Peterborough Public Library as additional insured parties.

- 10.2.If renters cannot produce the required certificate, they must purchase the required insurance at a nominal cost through a third-party provider as arranged by the City of Peterborough.

11. Appeals

- 11.1.In instances where residents of the City of Peterborough wish to file complaints or inquiries about Library room rentals, they may bring their concerns forward to the Library Services Manager.
- 11.2.Decisions to uphold, cancel, or reschedule private events may be appealed, in writing, to the Library Director/CEO. The Library Director/CEO will approve or deny an appeal, in writing, within two (2) weeks of receipt. The response may be communicated directly to the individual or via a statement.
- 11.3.A member may appeal the decision, in writing, to the Library Board. The appeal will be reviewed at the next scheduled Library Board meeting. The Library Board's decision will be final.
- 11.4.The member may request interpretation, or support from staff when appealing a decision and/or bring a support person.

12. Accessibility

The City and Library will use reasonable efforts to ensure its policies, procedures, and practices regarding the provision of goods and services to all residents, including people with disabilities, are consistent with the following principles:

- 12.1. Goods and services will be provided in a manner that respects the dignity and independence of all residents;
- 12.2. The provision of goods and services to people with disabilities will be integrated with conventional service unless an alternate measure is necessary, whether temporarily or on a permanent basis, to enable a person with a disability to obtain, use, or benefit from City goods and services; and
- 12.3. All residents will be given an equal opportunity to obtain, use, and benefit from City goods and services.

13. Roles and Responsibilities

- 13.1. The Peterborough Public Library Board is responsible for approving this policy.
- 13.2. Library Director/CEO is responsible for implementation of this policy.
- 13.3. Management and supervisors are responsible for ensuring staff have received training and are applying the policy equitably.
- 13.4. Employees are responsible for applying the policy.

14. Privacy and Confidentiality

The Library protects the privacy and confidentiality of all members' personal information in keeping with the access to information and privacy provisions of the Municipal

Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 (MFIPPA), and other applicable legislation.

The Library collects personal information of library members under the authority of section 23(4) of the Public Libraries Act, R.S.O. 1990, c.P.44, and personal information will only be used to administer services and programs at the Library.

15. Communications

This policy will be distributed on the Library's [website](#).

16. Inquiries

Inquiries regarding this policy should be directed to the Library Services Manager.

17. Related Documents

- 17.1. [Privacy Policy](#)
- 17.2. [City of Peterborough Accessibility Policies](#)
- 17.3. [City of Peterborough Facility Booking and Permitting](#)
- 17.4. [Community Information Display Policy](#)