

FAQs: Room rentals at Winnipeg Public Library

What events are permitted in the library's rented rooms?

Library meeting room rentals are for community use for meetings, workshops and public events. All activities must follow the Room Rental Regulations and Conditions of Use (winnipeg.ca/library/ourservices "Book a meeting space"). Rooms are not available for private social functions (e.g. parties, showers) or for commercial activities (e.g. selling products, conducting business). Rooms are carpeted and are not suitable for activities that require significant cleanup/sink (e.g. painting), strong scents, or loud music (choir/band practices, dance class). Libraries are scent-free facilities.

Libraries strive to be safe spaces for everyone. The library will not permit events that may promote or result in discrimination, harassment, hatred, or violence against a group or individual, or that impede on a person's right to live with dignity and respect. The library will not permit activities that contravene the *Criminal Code of Canada* or *Manitoba's Human Rights Code*.

Who can book library meeting and program rooms?

Organizations, businesses and individuals can rent rooms by calling or visiting the branch you are wanting to book. Room rental applications can be made up to three months in advance; requests for multiple dates can be made.

Do you have special rates for non-profit organizations?

Non-profit organizations only can book at a reduced rate. Non-profit groups hosting events that meet certain criteria as per the City of Winnipeg's Community Services Department Fees and Charges Policy may request that the rental fee be waived (see winnipeg.ca/library/ourservices and "Book a meeting space").

How do I pay for my booking?

Pay by phone or in-person at the library where you booked space. The library accepts cash, debit, cheque (payable to City of Winnipeg) or credit card (VISA, MasterCard, Amex). You may also phone in your credit card and have the receipt emailed or mailed to you.

What if I need to cancel my booking?

Cancellations 48 hours prior to the event receive a refund in full. Less than 48 hours' notice requires full payment of the rental. Non-profit organizations that received a fee waiver are required to pay the non-profit rate when less than 48 hours' notice is given.

What are music and screening licenses and how do I get them?

A license is required for events that have live or recorded music, or to show films. Renters are responsible for obtaining a license pursuant to *The Copyright Act R.S.C., 1985, c. C-42* if you will be playing music at your event. Screening fees may also be required for showing films. To obtain the required licenses or for more information, contact SOCAN www.socan.ca and Re:Sound www.resound.ca for music. For films, source the rights owner such as Criterion Pictures Canada criterionpic.com or Audio-Cine Films www.acf-film.com for screening licenses.

How will the room be set up?

Typically the room has tables and chairs stacked or placed to the side. Renters are responsible for set-up of the room and must return the room to its original condition.

Is setup time included my booking?

Access to the room is only for the time you have booked. Include enough time for setup, take-down and cleanup in the booking. Bookings are by the hour only.

Is audio-visual equipment and technical support available?

Room equipment varies and is included in the room rental fee. A list of room amenities is at winnipeg.ca/library. Most meeting rooms have tables, chairs and digital projectors (may not be HDMI compliant, ask staff). Let staff know what library equipment you will be using. No technical support is available. Free WiFi is available at all branches.

I'm not sure my laptop is compatible with your projector. Can I test it first?

You can book a mutually agreeable time at no charge to test your laptop with the library's projector.

Can I bring in extra equipment to the room?

Extra furniture, lighting etc. can damage walls and doors or overwhelm existing power supplies. Before booking, talk to the branch's staff about equipment that you'd like to bring in to receive consent.

Can I have my event catered?

Food/catering of your choice can be brought in. Library staff cannot make arrangements for catering or sign for deliveries on behalf of room renters. Please plan for food deliveries to arrive during setup. If using provided equipment such as coffeemakers or fridges, wipe down all surfaces and empty and wash equipment. Remember to bring all supplies you'll need such as cups, cutlery, coffee, filters, and napkins. Alcohol cannot be offered without prior approval of the Manager of Library Services, and following that approval, a permit.

Can the Library publicize my event for me?

The library is not able to advertise, make announcements, or provide displays on your behalf. Public information boards are available at all locations and you are welcome to provide a poster for your event. Search **Ask Us** at winnipeg.ca/library for "posters" for details on how to send poster and pamphlet information to all library branches.

Can I partner with the library for my event?

See under "Contact us" on at winnipeg.ca/library to learn more about how to **Propose a Program**.

Can I invite media to my event?

As a courtesy, please let the library know if inviting media to your event. City of Winnipeg facilities have media protocols. Advance notice helps the library direct media to your event appropriately. Media may not film anywhere outside the rented space.

Can I tape signage / other to the walls?

Rooms often have cork strips, flipcharts, whiteboards and other equipment for you to use. Please do not use pushpins or tape to post items to walls or other surfaces. "Post-it" flipchart paper, painter's tape, or similar non-marking, non-adhesive products are a good alternative. Please make sure markers do not bleed through paper and make sure not to use regular or flip chart markers on whiteboards.

Can I see the room before I rent it?

Contact the library to arrange a mutually agreeable time to see the space and its amenities. You can also see photos of the meeting rooms on our website at winnipeg.ca/library/ourservices under "Book a meeting space".

Can I courier materials and store them at the library prior to my event?

Library staff cannot sign for deliveries on behalf of room renters and cannot hold items for you before or after your event. If having items delivered, please plan for them to arrive during setup.

Is there a reduced rental fee for non-profit organizations?

Regular and non-profit rental fees are listed here. Meeting Room Rental Fees (winnipeg.ca/library/ourservices under “Book a meeting space”). Non-profit organizations must provide proof of status to receive the reduced non-profit rate.

Can I apply for a room rental fee waiver?

The library will consider requests to waive the meeting room rental fee for meetings and events held by non-profit organizations that meet criteria. Room Rental Fee Waivers (winnipeg.ca/library/ourservices under “Book a meeting space”). Fee waived rentals are limited to four bookings per organization, per calendar year, per library.