

Room Rental Regulations and Conditions of Use

For purposes of this application “library” shall mean The City of Winnipeg library named in this application; “Manager” shall mean the Manager of Library Services, Community Services Department, The City of Winnipeg, or designate; and “City” shall mean The City of Winnipeg.

Rentals are not permitted for private social functions (e.g. parties). Commercial activity is not permitted, nor is use of the library as a permanent location for the user’s activities and/or operations. Sales are not permitted unless the Library gives its prior written consent and the user meets any and all conditions of that consent.

Applicant is responsible for supervision of their event. Activities must be limited to the booked space and not flow into other areas of the library, including noise or scents. Taping, attaching, constructing or pinning to walls, ceiling or floor is not permitted. Applicants are responsible for ensuring compatibility with library equipment. **Technical support is not available.**

Maximum room capacities, fire and emergency procedures and public health orders must be followed.

Smoking, vaping, and the use of open flame are prohibited. Smudging is permitted with prior approval following the City’s smudging protocol. Applicants are responsible for setup and clean up. The consumption of liquor is not permitted without prior application and approval from the Manager, and then the appropriate permit.

The Applicant is responsible for all licenses and fees required by third parties such as film screening and music licenses. Applicants are required to obtain a license pursuant to The Copyright Act R.S.C., 1985, c. C-42 if playing music at the event.

CANCELLATIONS

Cancellations made at least 48 hours prior to the event will receive a full refund. Cancellations with less than 48 hours’ notice will require full payment. Cancellations with less than 48 hours’ notice by Applicants that were granted a fee waiver will be required to pay the non-profit rate.

RESPONSIBILITIES & LIABILITIES

Rights granted to the Applicant shall not be transferred or assigned in any way.

Publicity and registration for the event, where applicable, are the sole responsibility of the Applicant. Neither the library, nor the City, is to be identified as a sponsor, contributor or as co-host to the event.

Libraries strive to be safe spaces for everyone. The library reserves the right to deny or cancel bookings when it reasonably believes the event may 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 City will not knowingly permit any individual or group to use its facilities in contravention of the Criminal Code of Canada or Manitoba’s Human Rights Code.

Applicants booking rooms as venues for public events may not limit attendance on the basis of race, colour, religion, gender, age, sexual orientation, mental or physical ability. The City reserves the right to attend any meeting or event held in its facilities.

Use of the meeting rooms by any group or organization does not constitute an endorsement by the City of the group’s policies or beliefs or the viewpoints expressed by participants attending the event. Applicants must abide by and conform to all by-laws, rules and regulations of the City and Provincial legislation relating to the occupancy and use of the library.

The City is not responsible for any damage to or any loss of any equipment or belongings of the Applicant brought into the library.

All Applicants hereby indemnify the City against all claims of any nature and kind, and costs which may arise out of or by reason of the granting of the application; and against damage, infringement of royalty rights, slander, sedition and subversions which may occur as a result of public performances of speeches, together with any costs which may arise in connection therewith. Applicants assume responsibility for any damage to the library or its contents which occurs during their occupancy, and may be billed for damage to, or loss of, library property.

Depending on the nature and use of the room rental, evidence of insurance, satisfactory to the Manager, protecting the City’s interests, may be required.

The Library reserves the right to change or cancel any and all bookings and the Applicant has no claim for losses, damages or compensation of any kind. Bookings may be rescheduled if mutually agreeable to both parties.

Applicants not adhering to the regulations governing the use of the meeting rooms may be denied future use.