



# Winnipeg Public Library

## No Charge Room Rentals for Not-for-Profits

### Frequently Asked Questions

Winnipeg Public Library allows limited, no charge bookings to Not-for-Profit groups that meet the criteria below. Limits apply. All rentals, including no charge bookings, must adhere to Winnipeg Public Library's Room Bookings Regulations and Conditions of Use and an application for rental must be completed. Contact the library for space availability and to book. Space is booked on a first-come, first-served basis.

All three criteria must be met to be eligible for no charge rentals.

#### Criteria:

- The booking is at a branch library (not Millennium Library).
- The group is a Not-for-Profit organization.
- The program, meeting or event booking is free to participants.

#### Limits:

- No charge bookings can be made up to 2 months prior to event date.
- No charge bookings are limited to 4 bookings per organization, per calendar year, per library.

### Why is this available?

Community based, Not-for-Profit groups often request space for meetings (AGMs, Board meetings) or for community programming (presentations, workshops). The Library recognizes the challenges sometimes faced by Not-for-Profit groups with limited funding to rent space for these activities. To support the efforts of local Not-for-Profit groups and their value to the community, the Library offers no charge bookings that meet criteria. Limits apply.

### Which libraries offer no charge bookings?

No charge bookings are available at all branch libraries (not Millennium Library) that have a space to rent. The West End and Osborne Libraries do not have meeting room spaces to rent, and so are unable to offer bookings. The full list of libraries' rooms for rent and amenities is available online at [wpl.winnipeg.ca/library/libraryservices/meetingrooms.asp](http://wpl.winnipeg.ca/library/libraryservices/meetingrooms.asp).

### Why is Millennium Library not included?

Millennium Library is in high demand for library staff to deliver programming and is a heavily booked venue with special resources. Rental fees apply for all rooms at Millennium Library, except for the tutorial rooms which are free.

### What is a Not-for-Profit group?

A Not-for Profit group is one whose purpose is service-based rather than financial gain. Typically the organization participates in a cultural, educational, community service or leisure interest. The organization is overseen by a voluntary board or committee with no financial gain for its members or stakeholders. The organization may be incorporated, or unincorporated. They may have registered charity status, or not. All are eligible to request bookings.

## **I am not with an organization, but I want a space to study in. Can I book as a not-for-profit free booking?**

No. These waived-fee bookings are for not-for-profit organizations only, for use of the library's program and meeting rooms. You can either book one of the library's tutorial rooms (see Meeting Room page for details and locations) or pay for a meeting room. Tutorial rooms, where available, seat up to 6 people and are always free. Note that all libraries also have seating and tables in the open areas, and free WiFi, for you to use anytime during open hours.

## **I have a book club of friends. Can we rent a meeting room as a not-for-profit and no-charge booking?**

No. The not-for-profit no charge bookings are for organizations to help support their work in the community. You may be interested in the Tutorial Rooms (always free; max. capacity is usually up to 6 people), or using open spaces in the library.

## **Can I charge participants a small fee to offset my costs, and book a room as a no-charge booking?**

No. The Library is providing you a no-charge booking based on your event meeting the criteria, including that the event is completely free to participants. If you charge any fee to "offset costs" such as speaker fees or catering costs you must pay the regular meeting room fee. Meeting room rental fees in the Library are very reasonable. Remember: the Library also has costs in providing this space for you, which are being waived. The Library will cancel your room bookings if there is abuse of this offer.

## **What is a booking?**

A booking is a reservation for a room on a particular day. For instance, booking a room for 3 hours on one day, and 7 hours, 5 hours and 6 hours on the following three days equal four bookings in total. The number of hours of the booking is not a factor in the no charge bookings.

## **What are tutorial rooms and where are they?**

Tutorial rooms are small rooms with a table and chairs only, suitable for small group work or small meetings. Maximum occupancy is usually six people. They are always free and are available on a first-come, first-serve basis. No application form is necessary, simply contact or drop in to the host branch to ask for availability.

## **Can I ask members of my organization to book individually to get more bookings?**

No. Bookings are per organization.

## **Can I "carryover" no charge bookings year to year?** No.

## **I meet the criteria but I need more than 4 dates. Can I book 4 no charge dates and pay for more?**

Yes. Make your bookings with the location, and ask for the cost of four (4) of them to be waived. You have to keep to the 2 month limit on the no charge bookings, however.

## **Can I get a refund on past bookings?**

No. No charge bookings apply only to bookings from the date of December 5, 2011 and beyond.

## **Can you help promote my event?**

When you book at the library, you are renting the room and only the room. You are responsible for adhering to the Rules and Regulations on the use of the room as well as any publicity related to your event/meeting. All libraries have public posting areas, however, and you may provide a poster for that area. It will be given the same consideration as all other posters and notices submitted for posting.

This FAQ is updated as needed. Please check online for the latest information on room rentals at [wpl.winnipeg.ca/library/librarianservices/meetingrooms.asp](http://wpl.winnipeg.ca/library/librarianservices/meetingrooms.asp).

(Updated May, 2015)