



## Application for the use of Winnipeg Public Library Facilities Schedule A – 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.

Applications for the rental of meeting rooms may be accepted up to 12 months in advance of the event. Applicants may book on a regular continual basis for a period of 6 months. Applicants applying to book meeting rooms should specify the official name of their group on the application form and in all event advertisements.

Meeting rooms are available for rental during regular library hours; however some branch libraries may accept bookings outside the normal opening and closing times. Check with the individual library for details.

Bookings will be confirmed **upon receipt of payment**. Rights granted to the Applicant shall not be transferred or assigned in any way. Cancellations must be made more than 48 hours prior to the event in order to receive a refund.

Library meeting rooms are intended for community and educational use. Rooms are not available for private social functions such as birthday parties, bridal showers, etc.

Audio-visual equipment (for in-house use) is available for use in meeting rooms. Arrangements for equipment should be made at the time of the booking. The type of equipment available varies by library. Contact individual library for details. Limited technical support is available.

Publicity and registration are the responsibility of the Applicant. Groups holding a publicly advertised event in a meeting room must clearly state they are the sponsor of the event in all publicity. Advertisements for the event must be approved by library staff before being posted within the library.

Fees may be charged and the selling of memberships will be allowed providing it is an association which any one can join. Sales of goods will be permitted if approved by the Manager.

Events must be supervised to maintain good order, discipline and safety in the use of the meeting rooms. Children's groups using the meeting rooms must be adequately supervised by adults at all times. Activities must be limited to the meeting room and not flow into other areas of the library. The Library supervisory employee has the right to eject from the library or refuse admittance to any person who is creating a disturbance or behaving in an objectionable or unacceptable manner.

Applicants are responsible for set-up of the room including tables and chairs and must return the room to its original condition. Policies regarding the serving of food and beverages vary by location. All food/beverage arrangements, set-up and clean-up are the responsibility of the Applicant booking the room. The City is not responsible for any damage to or any loss of any equipment or belongings of the Applicant brought into the library.

The Library is a smoke free environment. Smoking is prohibited in all libraries.

The consumption of liquor within the Library is not permitted without prior application and approval from the Manager.

Constructing, erecting or attaching any device or fixture to any part of the Library is not permitted.

Room occupancy rates must be strictly adhered to and Applicants should be aware of fire evacuation procedures.

Applicants booking meeting rooms as venues for public events may not limit attendance on the basis of race, color, religion, sex, age, sexual orientation, mental or physical disability. 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 will not knowingly permit any individual or group to use its facilities in contravention of the Criminal Code of Canada.

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 library, evidence of insurance, satisfactory to the Manager, protecting the City's interests, may be required.

Groups not adhering to the regulations governing the use of the meeting rooms may be denied future use. The Manager, acting reasonably, reserves the right to change or cancel any or all bookings and the Applicant has no claim for losses, damages or compensation of any kind. Time may be reallocated when convenient and agreed to by both parties.

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Applicant signature

Date signed