

Policy Title:	Use of Space
Policy Type:	Public Service
Policy #:	PS 06
Policy Authority:	Board
Effective Date:	June 2023

PURPOSE

The provision of use and paid services for exam proctoring, meeting rooms and the studio is to allow space for civic, educational, and cultural activities, and to maintain the safety and security of employees and members of the public. The policy and procedures outlined below are provided to ensure consistent and fair use of the space.

POLICY

1. Use of meeting rooms for CLMA sponsored purposes shall take precedence over other uses.
2. CLMA employees may access the space during bookings
3. Meeting rooms cannot be used by external groups for:
 - a. the solicitation of business;
 - b. church services, Sunday school classes, or formal religious meetings
 - c. personal activities, or private social functions ;
 - d. political meeting, unless all factions are invited or represented at the given meeting;
 - e. purposes that are disruptive to the normal operations of the CLMA;
 - f. purposes that contravene the law, municipal bylaws, or CLMA policies.
4. The CLMA reserves the right to deny requests, limit the frequency of use, and/or cancel bookings.
5. The CLMA reserves the right to close the building in the case of inclement weather or other unforeseen emergencies. Inquiries should be made by calling the CLMA.
6. Exceptions to this policy and guidelines shall be made at the discretion of the Chief Executive Officer, or designate, when it is in the interests of CLMA and the community.
7. Failure to comply with CLMA directives as outlined in these policies and guidelines may result in the cancelling or limitation of future use.
8. Customers or groups wishing to appeal the decision of CLMA Management may contact the Library Board via the Manager of Business Administration: melliott@cplma.ca.

GUIDELINES FOR MEETING ROOMS

Meeting Rooms

1. A booking fee may be charged according to the size of the room and its facilities (Appendix A).
There are two fee schedules; one for not-for-profit and one for other groups (excludes the Waverley Place). Not-for-profit organizations are defined as those organizations with proof of incorporation as a not-for-profit or charitable entity; any organization nationally recognized as a service organization; or any local group meeting for a specific not-for-profit purpose. Membership for all of these organizations must be open to the public. Individuals or groups booking space for the purpose of informational seminars will be considered not-for-profit only if the organization which they represent fulfills the requirements for not-for-profit status as above.
2. A “booking” is defined as the use of the room for any portion of time from at least two (2) hours to a maximum of eight (8) hours.
3. Permission for use of the meeting room is not transferable.
4. Any group that wishes to book a meeting room must submit an application on the Application for Meeting Room Use Form (Appendix B).
5. Groups must make one contact person responsible for room bookings.
6. The contact person who signs the Application for Meeting Room Use Form must be 18 years or older, agrees to indemnify and save harmless the Board and the Municipality of Clarington against any and all claims of any nature, kind and costs which may arise out of the group’s use of the facilities, and upon request at the time of booking, will lodge with the CLMA, confirmation of liability insurance coverage in a form and an amount satisfactory to the Municipality.
7. The contact person who signs the Application For Meeting Room Use Form must have a current CLMA card, with no suspension of CLMA privileges noted
8. Topics for discussion and names of speakers with their affiliation must be disclosed at the time of booking.
9. The Application for Meeting Room Use Form must be submitted to the CLMA at least one week in advance of the requested date for use.
10. An Application will not be accepted more than 60 days in advance of the requested date.
11. Cancellations of bookings must be made no less than 24 hours prior to the bookings for a full refund.

Courtice Studio

1. The Studio is open during regular CLMA hours, but closes 15 minutes prior to the CLMA branch closing.
2. The Studio is open to CLMA members 14 years of age and older. Those under 14 must be accompanied by a parent or guardian at all times.

3. The Studio is available on a first come, first served basis unless previously reserved.
4. Reservations can be made for a maximum length of two hours. Time may be extended permitted there are no other room bookings.
5. The primary member must leave their CLMA card and a piece of photo identification with CLMA staff.
6. All Studio users must adhere to CLMA's Internet Access Policy and Rules of Conduct.
7. No food or drink of any kind are permitted inside The Studio.
8. A maximum of four (4) people are allowed at any time.
9. Staff reserve the right to revoke any user's Studio access and CLMA privileges if usage is not in compliance with these guidelines.
10. The Studio is an evolving resource; therefore, these guidelines are subject to change without notice.
11. By providing photo identification and booking the room, members agree to the guidelines outlined in this policy.

Waverley Place

The Waverley Place is a designated historic building and museum. Considering the Waverley Place has irreplaceable artifacts on display, the following restrictions are necessary for any private facility rental:

1. No confetti or flower petals inside. Flower bouquets are allowed provided they are not placed on Museum artifacts at any time.
2. Nothing to be attached to walls or furniture.
3. No candles or flames of any kind.
4. Museum artifacts can only be moved under the direction of trained Museum staff.
5. Museum staff should be on-site when site/doors are unlocked for security of artifacts/building.
6. No smoking, food (excluding food provided for Museum events), or alcohol are allowed inside Waverley Place. Smoking outside should be away from the buildings and be in accordance with Municipal by-law.
7. Waverley Place does not have washroom access. Accessible washrooms are available at Sarah Jane Williams Heritage Centre.
8. Indoor weddings are limited to a 15-person maximum in the parlour only. Furniture in the parlour will be moved by Museum staff, if requested.
9. The main level of Waverley Place is accessible (once exterior ramp is finished.) Note: narrow doorways for electric wheelchairs. Second floor is not accessible.
10. Interior photographs are permitted only in the parlour, dining room, conservatory and upstairs hallway. The upper floor balcony and bedrooms are strictly off-limits.

Exam Proctoring

Exam proctoring is subject to the availability of authorized staff and resources and will be undertaken provided the conditions set by the examining institution can be met without undue disruption to the CLMA's normal functions.

A \$45.00 fee will be charged for each examination. CLMA will seek remuneration from the educational institution if available, otherwise the student is responsible for the fee. Please refer to Appendix C for the Exam Proctoring Request Form.

Guidelines

1. A minimum of two weeks' notice is required. Examinations must be sent to CLMA by the educational Institution one week prior to the exam date. CLMA reserves the right to refuse the request if conditions set by the issuing institution cannot be met.
2. Re-scheduling of appointments is subject to CLMA approval.
3. CLMA will not be liable for any missing items, papers, samples or other documents related to the exam.
4. CLMA accepts no responsibility for any charges involved in proctoring, such as photocopying or mailing charges. Any such charges are borne by the student taking the exam.
5. CLMA cannot guarantee a distraction-free setting and is not responsible for unforeseen interruptions of the exam due to loss of power, internet service, or other computer problems.
6. Students are responsible for ensuring they arrive with sufficient time to write any exam during regular CLMA hours.
7. Students being proctored will be monitored by staff.

APPENDIX A: ROOM RENTAL RATES

2-hour rental	Non-profit	Commercial
Bowmanville Branch Mezzanine Room	\$30	\$60
Each additional hour:	\$15	\$30
Maximum 30 people		
2-hour rental		
Courtice Branch Great Room	\$30	\$60
Each additional hour:	\$15	\$30
Maximum 30 people		
2-hour rental		
40 Newcastle Library Large Room	\$40	\$80
Each additional hour:	\$20	\$40
Maximum 40 people		

WAVERLEY PLACE

Location/Type	Hour Availability	Rental Type	Fees
Historic House Interior Use Event	Standard Hours	Event	\$ 450 for 4 hours additional \$100/hour
Historic House Interior Use Event	Extended Hours	Event	\$ 550 for 4 hours additional \$100/hour
Interior Use Photos Only	Standard Hours	Interior Photography (parlour, dining room, conservatory, upper hallway and library only)	\$125/hour
Interior Use Photos Only	Extended Hours	Interior Photography (parlour, dining room, conservatory, upper hallway and library only)	\$300 for 2 hours (2 hour minimum during Extended Hours)
Exterior Grounds including verandah Exterior Event	Standard Hours	Event – Tent and chair rentals must be arranged separately	\$450 for 4 hours Additional \$100/hour
Exterior Grounds including verandah Exterior Event	Extended Hours	Event – Tent and chair rentals must be arranged separately	\$550 for 4 hours Additional \$100/hour
Exterior Grounds including verandah Exterior Photos Only	Standard or Extended	Exterior Photography only (No interior access available)	\$65 photography permit

Standard Hours - \$125/hour

Extended Hours - \$150/hour (minimum 2 hours)

Multi-hour Booking discounts, as noted in chart above.

APPENDIX B ROOM BOOKING REQUEST FORM

Full Name:

Name and description of group, if applicable:

Are you a non-profit or charitable organization? **Non-profit organizations may be required to provide proof of non-profit or charitable status in order to receive non-profit rates.*

Yes No

Phone Number:

Email Address:

Library Card #:

Location:

- Bowmanville Library
 Courtice Library
 Newcastle Library

Date Requested:

Bookings may only be made 60 days in advance of today's date and must be made 48 hours in advance. Bookings must be finished 30 minutes before the branch closes. Hours of availability may be found on the Hours & Locations page.

Time and duration requested:

minimum 2-hour rental

Expected Attendance:

Topics/speakers for meeting, if applicable:

Additional comments:

Policy and guidelines acceptance:

- I agree that I have read the policy and guidelines governing the use of space policy and agree to abide by them. As the authorized representative of the aforementioned group, I agree to indemnify and save harmless the Library against any and all claims of any nature, kind and costs which may arise out of the group's use of the facilities. I understand that I am responsible to pay the costs for any loss or damage to any Library property arising out of our occupancy.

APPENDIX C: EXAM PROCTORING REQUEST FORM

Full Name:

Phone Number:

Email address:

Library Card #:

Date Requested:

Time and duration requested:

Location:

- Bomwanville Library
 Courtice Library
 Newcastle Library

Name of issuing school:

School contact information:

Number of hours allotted to complete the exam:

Format of exam: (ex. Written, online)

Any special accommodations:

Exam return method:

I will be bringing my own laptop or device: Yes
 No

I will require use of a CLMA laptop: Yes
 No

Payment (method TBD) is required within 48 hours of confirmation of request. Cancellations must be received at least 7 days prior to date of booking to be eligible for a refund (less administrative fee \$_)

APPENDIX D: WAVERLEY PLACE FACILITY RENTAL AGREEMENT FORM

Conditions:

1. The Permit Holder understands and agrees that the permit may be revoked or cancelled at any time with cause and that in the event of such revocation or cancellation, there would be no claim or right to damages or reimbursement on account of any loss, damage, or expense whatsoever. Deposit will be refunded if this should occur.
2. The facility named on this permit is to be used on the date(s) and time(s) specified and only for the purpose(s) named. The permit is not valid unless signed by the appropriate staff member of the Clarington Library, Museums, and Archives.
3. This permit is not transferable.
4. The person signing the permit must be a person authorized by the organization to do so and such persons, when requested, shall produce for inspection such authorization in writing. The person signing the permit shall, when requested, agree to personally guarantee payment of any rental fees that are due to the Clarington Library, Museums and Archives.
5. Payment must be received and a Facility Rental Agreement Form filled out and signed prior to the required date.
6. The Clarington Library, Museums, and Archives will not be responsible for personal injury or for the loss or theft of clothing/equipment of the applicant/organization, or anyone attending on the invitation of the applicant/organization.
7. Fire Regulations or Department of Health shall govern the maximum attendance in any room. All exits must be kept free from obstruction at all times.
8. Admission of animals to the facility is prohibited unless approved by the Clarington Library, Museums, and Archives CEO or delegate.
9. The Permit Holder is responsible:
 - a. To indemnify and save harmless the Municipality of Clarington, the Clarington Public Library Board, their servants, agents or representatives from all claims, losses, damages, actions, causes of actions, and expenses whatsoever therefore before, during or after the event, arising out of or occurring directly or indirectly out of the usage of the hall facility and upon request will lodge with the Municipality confirmation of liability insurance coverage in a form and amount satisfactory to the Municipality.
 - b. To pay all damages to the facilities and/or furnishings arising from the use of same as granted by this permit.
 - c. To pay appropriate fees for staff assistance including but not limited to maintenance.
 - d. For the conduct and supervision of all persons admitted to the Facility permitted and shall see that all regulations contained in the permit are strictly enforced.
 - e. To ensure that all persons admitted to the function being held have vacated the permitted facility and that all privately owned property and personal affects have been removed by the time specified on the permit.

I have read, understood, and agree to the terms on this page:

Applicant _____

Date _____

Participant Liability Insurance Requirements:

All rentals require insurance. You are not required to purchase insurance through the Municipality's vendor, however if you would like to use your own insurance you simply have to fill out the Certificate of Insurance Coverage form and return it to us. If you do not have current insurance, you can easily purchase it by using our vendor through their online portal.

[Armour Insurance - Instant Risk Coverage.](#)

You will require a permit number to proceed with a quote, at this stage my suggestion is to use a placeholder in the form of 1-letter followed by 4-digits (i.e. A1234). Do not follow through with payment or purchasing insurance without the correct information on your finalized permit.

The Permit Holder is required to show proof of adequate participant liability insurance before the date of the rental, or the permit will be cancelled.

Restrictions on Use:

As our community sites are Museums and have irreplaceable artifacts on display, the following restrictions are necessary for any private facility rental:

1. No confetti or flower petals inside. Flower bouquets are allowed provided they are not placed on Museum artifacts at any time.
2. Nothing to be attached to walls or furniture.
3. No candles or flames of any kind.
4. Museum artifacts can only be moved under the direction of trained Museum staff.
5. Museum staff should be on-site when site/doors are unlocked for security of artifacts/building.
6. No smoking, food or alcohol are allowed inside Waverley Place. Smoking outside should be away from the buildings and be in accordance with Municipal by-law.
7. Waverley Place does not have washroom access. Accessible washrooms are available at Sarah Jane Williams Heritage Centre.
8. Indoor weddings are limited to a 15-person maximum in the parlour only. Furniture in the parlour will only be moved/re-located by Museum staff, if requested.
9. The main level of Waverley Place is accessible (pending replacement of exterior ramp.) Note: narrow doorways for electric wheelchairs. Second floor is not accessible.
10. Interior photographs are permitted only in the parlour, dining room, conservatory and upstairs hallway. The upper floor balcony and bedrooms are strictly off-limits.

Above are the conditions which apply in respect to any Facility Rental of the Clarington Library, Museums and Archives sites. By making payment the Permit Holder automatically assumes responsibility and agrees to the terms listed above.

I have read, understood, and agree to the terms on this page:

Applicant _____

Date _____

Fee Structure and Available Hours:

Hours:

- Standard Hours: Weekdays 8:30am-4:30pm, no Statutory Holidays
- Extended Hours: Evenings 4:30pm-8pm, Weekends 9:00am-8:00pm, no Stat holidays

Fees:

- Standard Hours - \$125/hour +HST
- Extended Hours - \$150/hour +HST (minimum 2 hours)
- Multi-hour Booking discounts, as noted in chart below

Location	Hour Availability	Rental Type	Fees
Waverley Place – Historic house Interior Use Event	Standard Hours	Event	\$450 for 4 hours Additional hours are \$100/hour
Waverley Place – Historic house Interior Use Event	Extended Hours	Event	\$550 for 4 hours Additional hours are \$100/hour
Waverley Place – Historic house Interior Use Photos Only	Standard Hours	Interior Photography (parlour, dining room, conservatory, upper hallway and library only)	\$125 per hour
Waverley Place – Historic house Interior Use Photos Only	Extended Hours	Interior Photography (parlour, dining room, conservatory, upper hallway and library only)	\$300 for 2 hours (2 hour minimum during Extended Hours)
Waverley Place - Exterior Grounds, including verandah Exterior Event	Standard Hours	Event Tent and chair rentals must be arranged separately	\$450 for 4 hours Additional hours are \$100/hour
Waverley Place - Exterior Grounds, including verandah Exterior Event	Extended Hours	Event Tent and chair rentals must be arranged separately	\$550 for 4 hours Additional hours are \$100/hour
Waverley Place - Exterior Grounds, including verandah Exterior Photos Only	Standard or Extended Hours	Exterior Photography only (No interior access available)	\$65 photography permit

I have read, understood, and agree to the terms on this page:

Applicant _____

Date _____

Contact Person / Organization _____

Facility Location _____

Rental Type _____

Telephone _____

Email _____

Date of Rental Start Time End time

Hours of Use _____

Rental Fees HST

Total Cost (make Cheques payable to Clarington Museums and Archives)

Administration to Complete:

Deposit Amount Method of Payment Date Received

Final Payment Amount Method of Payment Date Received

Received by _____

Additional Information

Permit Number: _____

Signature of Permit Holder Date

Signature of Staff Date

Please provide one (1) copy to the Applicant and keep one (1) copy for Administrative use.

I have read, understood, and agree to the terms on this page:

Applicant _____ Date _____