

# Multi-Purpose Room Usage Policy

This policy outlines guidelines and procedures for the Multi-Purpose Room (MPR) at the Portage la Prairie Regional Library. While the Library reserves priority to use this space as is needed for Library and Library Board functions, the space may be made available for individuals and organizations to use.

The Library and Library Board support the Canadian Federation of Library Association's *Statement on Intellectual Freedoms and Libraries*, in order to ensure the library remains a free and safe space for the whole community, any individual or organization that attempts to use the MPR for the purposes of inciting hatred against any legally protected groups, or that may be reasonably assumed to be doing so, will be denied the ability to utilize the Library's space.

## Rental Fees and Cancellation:

The Library may charge a rental fee. Cancellations with less than 24 hours' notice result in fee forfeiture. Additional charges may apply for damages or excessive garbage.

1. Rental Rates for businesses, individuals pursuing commercial activities, or groups/individuals charging an entrance fee
  - i. Full Room: Full day \$50
  - ii. Full Room: Four hours or less \$25
  - iii. (MPR A): Full day \$20
  - iv. (MPR A): Four hours or less \$10
  - v. (MPR B): Full day \$30
  - vi. (MPR B): Four hours or less \$15
2. Free of charge
  - a. Departments and Committees of the City and Rural Municipality of Portage la Prairie
  - b. Non-profit organizations
  - c. Groups of individuals pursuing a non-commercial activity

The MPR may be rented for up to a year in advance, as long as the regular rentals do not interfere with Library or Library Board operations. In the event the space becomes unavailable when scheduled for use the Library will work to re-schedule the event, and may provide a refund if a reasonable time is not available.

In the interest of supporting local talent, local authors wishing to host a book launch at the library will have access to the MPR free of charge, and may still sell their books on the premises.

MPR A is the west half of the room, and does not include access to the sink area or projector. MPR B is the east half of the room, which does include access to the sink and the projector. Separate entities may book either half of the room concurrently, but should be aware that the divider is not sound-proof, only sound dampening. If they wish to ensure control over the volume in the room, it is recommended that they book both MPR A and B.

Rental entities serving refreshments must provide supplies and must clean the MPR after usage; some Library equipment is available to use. All furniture and equipment from the MPR must remain in the Room during the time of the rental, unless advance permission was given for equipment to be moved outside the Room. Additional furniture and equipment may be available upon request. Damages and replacement fees will be charged if MPR equipment and furniture is damaged and/or negligently used by the rental entity.

All individuals and organizations using the MPR are required to abide by Library's policies. Violations may result in immediate removal and potential bans from booking the MPR or the Library facility in its entirety.

Revised August 2026