

# Room Rentals

## Frequently Asked Questions:

**1. *Can I hold a wedding reception in one of your meeting rooms?***

The Meeting Room Rental Policy does not allow rentals for social events such as weddings or parties.

**2. *Can I serve alcohol in the meeting room?***

Alcohol is not permitted in any meeting space at any location.

**3. *How do I pay for a room rental?***

You can mail your payment to the library, call in with a credit card number or pay in person. We accept cash, debit, cheque, MasterCard and VISA payments.

**4. *Is parking available at the Central Library?***

Parking is available on site in the Civic District Parking Garage located directly beneath the library. Current rates are: First half-hour \$1.10, additional half-hour \$1.10, each half-hour thereafter \$1.70, daily maximum \$14.75. No passes or reduced rates are available. Some metered parking is also available on nearby side streets.

**5. *Where do I go when I arrive on the day of my rental?***

All rental rooms at the Central Library are on the lower level and clearly marked with signage. If your room is locked, go to the Marketing and Communications office on the lower level and staff will assist you. Note that access directly into the library from the parking garage elevator is not available before 9:00 am.

**6. *Can I serve refreshments in the meeting room?***

You can bring your own food or hire a caterer of your choice. Hacienda Coffee is on site at the Central Library and offers catering services. Contact Chris Bennett at [chris@hacienda.coffee](mailto:chris@hacienda.coffee). All food must be prepared off site and come from a Public Health inspected kitchen. No coffee makers, food warmers or other small appliances are allowed. Extra charges will apply if food, equipment or garbage is left behind, or your departure delays closure of the library.



**7. I am renting a data projector with my meeting room. Do you supply connection cables?**

All meeting rooms have standard HDMI and VGA connections, and we can supply cables for both if you need them. If your laptop has any other connection, you will need to bring your own adaptor that will accommodate HDMI or VGA. If you are using a Mac device, please let staff know at the time of booking so that Marketing staff can make arrangements for set up.

**8. Can I show a movie in a meeting room or the theatre?**

Yes, but you must supply proof that you have paid for public performance rights for that movie. Please consult the [Copyright Board of Canada](#) website for more information on how to secure performance rights.

**9. I will be selling products during my rental event. Do I need a license?**

Yes. Renters who will be selling products on site or taking orders for future sales must get a temporary vendor license from the City of Kitchener. Call 519-741-2275 or go online at <https://www.kitchener.ca/en/businessinkitchener/BusinessLicensing.asp>. The license must be provided before any room booking will be confirmed.

**10. Can I get into the meeting room early to set up?**

Rentals include a 30-minute window before the booked time to allow the presenter to set up before the event. This early access is for the presenter *only*. If you require more time for set up or to test equipment on an earlier day, extra fees will apply. Note that this 30-minute window is not available before rentals starting at 9:00 am. All renters must be out of the library by closing time.

**11. Can you put my rental event on your program calendar so customers can see it?**

To avoid any confusion between library programs and private rentals, we do not add room rental information to our calendar. Renters are responsible for their own publicity. We can display a poster created by you on the community bulletin board at the location where you are renting the room, but the Calendar of Events on our website is intended to promote library programs only.

***Please read the Meeting Room Rental Policy found on our website for complete details.***

If you have any other questions, contact Gloria Grigas at [gloria.grigas@kpl.org](mailto:gloria.grigas@kpl.org).