



<b>Policy Name:</b>	Use of Library Space Policy		
<b>Section:</b>	System	<b>Effective Date:</b>	October 22, 2015
<b>Motion Number:</b>	22-18	<b>Reviewed Date:</b>	May 26, 2022
<b>Policy Number:</b>	SYS-16	<b>Next Review Date:</b>	May 2025

## Purpose

Library spaces, including meeting rooms, tables, information boards and display areas accommodate library sponsored programs and events, and allow the public to book meetings, work or study space and to display community information. After the operational needs of the Library are met, individuals and groups may reserve available Library spaces based on the terms of this policy and operational procedures.

## Policy

### Public Use of Spaces

The Library values diversity, inclusion, intellectual freedom and access for all, freedom of expression and access to ideas and information. We acknowledge that Library spaces may be used by those who express ideas that may be contrary to the Library's values.

The Library recognizes that individuals and groups may strongly disagree with ideas and views expressed within Library spaces and collections. In some instances, they may, on a personal level, view them as offensive or harmful. However, in keeping with its value of intellectual freedom, the Library will not restrict freedom of expression beyond the limits prescribed by Canadian law.

Individuals and groups using Library spaces must not violate Canadian laws including, but not limited to, the *Canadian Charter of Rights and Freedoms*, *Ontario Human Rights Code* and the *Criminal Code of Canada*.

All Library Policies, including the *Patron Conduct Policy*, apply to all Library spaces.

For the purpose of this policy:

- A non-profit organization is an association, club or society that is operated exclusively for social welfare, civic improvement, pleasure, recreation or any other purpose besides profit. These organizations may or may not be a registered charity with a charitable registration number
- Individuals, groups or organizations that operate to earn a profit are commercial groups

### Meeting Space Rentals

The Library aims to provide equitable access to meeting spaces for individuals and groups from all sectors of the community when these meeting spaces are not needed to support Library operations.

#### Terms

- Meeting spaces for rent are available to reserve on a first come, first-served basis, for a fee, up to 60 days in advance of the booking date
- A signed Rental Agreement and payment must be received prior to the booking date and time
- The Renter that signs the Rental Agreement, must be eighteen years of age and is responsible for the conduct and supervision of all persons admitted to the meeting room
- Meetings must be conducted in a manner consistent with the Library's *Patron Conduct Policy*

- The Library may deny or cancel a meeting room rental when the Library, in consultation with legal counsel (where appropriate), reasonably believes that the proposed use is likely to or will include activities that violate provincial or federal charters or laws, this policy and/or the Library's *Patron Conduct Policy*. If the Library discovers that any prohibited activity is occurring after the event has commenced, the CEO or designate may terminate the event
- The Library will not be held responsible for personal injury or damage, nor for the theft or loss of personal belongings or equipment of the renter or anyone attending on the invitation of the renter. Proof of insurance may be required at the discretion of the Library
- All renters must comply with fire, health and safety regulations and ensure that all exits are free of obstruction
- Renters are not permitted to charge an admission fee, solicit funds on library property, engage in direct sales or fundraising such as selling tickets, raffles or donation boxes
- During the rental, charities and non-profit organizations can make participants aware of online giving options
- Candles, other open flames and combustion of material is not permitted
- The use of tape, tacks or nails are not permitted on walls or windows
- If renters wish to provide alcoholic beverages during their rental, a Special Events Permit issued from the *Alcohol and Gaming Commission of Ontario (AGCO)* and proof of *SmartServe* servers in attendance at the event must be submitted to the Library 14 days prior to the room booking date. The Library will review the permit. If approved, written permission for alcoholic beverages to be consumed on library property will be provided to the Renter. Renters that have been issued a Special Events Permit, may be required to pay for additional security at their event
- The Library will not order, reserve, deliver, install or store any equipment or supplies on behalf of the Renters
- Equipment and supplies used by the Renters may be subject to prior approval of the Library
- Library equipment or supplies are not available to Renters The Library's name or logo cannot be used to indicate sponsorship or promotion on any print or digital material promoting the Renter's event

### Rental Fees and Charges

- Renters are subject to Rental fees as determined by the Library
- Charges for meeting space rentals will be waived for community members or groups that are partnering with the Library
- A cleaning fee may be charged if the room is not left in the same condition in which it is found
- Cost to repair damage to the space including furnishings, equipment, walls, floors and windows, will be billed to the Renter
- Cancellations of bookings more than five business days in advance of the event will be fully reimbursed. No shows or cancellations less than 5 business days before the booking will not be reimbursed
- If there is an unplanned library closure that prevents access to the rented meeting space, rental fees will be refunded in full

## Bookable Work and Study Spaces

Spaces may be available at all Library locations for collaborative or individual work, study or gatherings. Tables and spaces are available on an ad hoc basis. There are also spaces that can be booked in advance.

These bookable work and study spaces are available to reserve or use at no charge on a first come, first served basis up to one week in advance of the booking date.

## Community Information

Community information may be displayed in some Library locations

- Posted material must be approved by Library Staff and will be considered based on availability of space
- Community information will be considered from municipal partners, social agencies or community-based non-profit, non-partisan groups
- Promotional material or information from commercial groups, that operate to earn a profit, will not be considered for posting

## Community Displays

Municipal partners, social agencies or community-based non-profit, non-partisan groups may apply to host a temporary information display within some Library locations

- All requests will be considered individually subject to available display space in Library locations
- The display location and duration will be agreed upon with Library Staff and may not be set up without the expressed consent of the Library
- No solicitation of funds is allowed on Library property