



Policy Name:	Use of Library Space Policy		
Section:	System	Effective Date:	October 22, 2015
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Purpose

The primary use of Library spaces, such as meeting rooms, information boards and displays areas, is to provide space for library related programs, meetings and displays. After the operational needs of the Library are met, individuals and groups that meet the criteria, terms and conditions of this policy may reserve available Library spaces.

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*.

Meeting Rooms

The Library recognizes public meeting space as an important community asset and aims to provide equitable access to meeting spaces for individuals and groups from all sectors of the community while meeting the Library's operational needs.

Charges

- Charges for meeting room rentals will be waived for non-profit groups. 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 except profit. Groups may or may not be a registered charity with a charitable registration number
- Charities and non-profits are not permitted to charge an admission fee, or engage in fundraising endeavors that include door tickets, donation boxes or direct solicitation for funds. Participants can be made aware of online giving options of the charity or non-profit to access at their own discretion
- Charges for meeting room rentals will be waived for community members and groups that are partnering with the Library on a collaborative program

- For the purposes of this policy, all individuals, groups or organizations that operate to earn a profit are considered to be commercial groups. Commercial groups may use library meeting rooms for business meetings, but are not permitted to charge an admission fee, take a collection, solicit funds, or make any direct sales. The only exceptions are authors or other performers who wish to sell books or music during a library sponsored event. Commercial groups are subject to the fees as outlined on the Library website
- Individuals wanting to book meeting rooms for private events are subject to the fees outlined on the Library website

Bookings

- Meeting room booking requests will be taken on a first come, first-served basis. Rooms can be reserved up to 60 days in advance of the event date. Individuals, organizations and other groups are allowed up to two bookings per month
- All renters must sign a Rental Agreement prior to their event. Renters must be eighteen years of age or older to sign the Rental Agreement. Once signed, the renter shall be responsible for the conduct and supervision of all persons admitted to the meeting room and shall see that all meetings are conducted in a manner consistent with the Library's *Patron Conduct Policy*
- Cancellations of confirmed bookings within five business days of the event will be fully reimbursed. If the cancellation is received less than five business days before the event, or a cancellation is not made, the full amount may be charged
- Should there be a library closure due to unforeseen circumstances, such as a power outage or inclement weather; all fees will be refunded in full
- The Library Board may deny or cancel a meeting room booking 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

Requirements of Use

- A cleaning fee may be charged if the room is not left in the same condition in which it is found. Any damage to furnishings, equipment and/or room will be billed to the renter. The use of tape, tacks or nails are not permitted on walls or windows
- 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. All exits must be kept free of obstruction. Candles and other open flames are not permitted. Smudging ceremonies will activate Library fire alarm systems
- A Special Events Permit issued from the *Alcohol and Gaming Commission of Ontario (AGCO)* and proof of *SmartServe* designated 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, and if approval is granted, provide written permission for alcoholic beverages to be consumed on library property. Renters may be required to pay for additional security at their event
- Booking, pick-up and storage of all non-library equipment used within Library meeting rooms is the sole responsibility of the renter and is subject to prior approval of the Library. The Library will not store equipment or supplies

- In-room projectors are not available for use by renters. Renters must make alternate arrangements if presentation equipment is required
- The Library does not prepare advertising for renters, in any form. Organizations must use their own names when advertising meetings held in library facilities making it clear that the Library is not the sponsor of the event
- Soliciting inside or outside the Library is not permitted unless prior approval is received from the Library

Community Information Boards

- External promotional materials must be approved by the Library prior to posting on our Community Information Boards
- Posters from municipal partners, social agencies or community-based non-profit, non-partisan groups will be considered based on availability of space
- Commercial promotional materials from individuals, groups or organizations that operate to earn a profit will not be considered for posting on the Community Information Board

Community Displays

- Temporary display installations are limited to social agencies or community-based non-profit, non-partisan groups only
- No solicitation of funds is allowed
- All requests will be considered individually subject to available display space in Library locations
- The location of displays will be agreed upon and may not be set up without the expressed consent of the Library