

Section	Services	Section#:	4
Sub-section	Public Spaces	Sub-section #:	4.4
Topic	Community Space & Public Meeting Rooms	Policy :	4.4.1

Policy

The purpose of this policy is to promote the Library's objectives of providing equitable access to services and maintaining a welcoming and supportive environment free from discrimination and harassment. This policy also outlines the fees, the underlying principles for those fees, the priorities for use and the conditions of use of public meeting rooms.

Authority Under the Public Libraries Act

The Public Libraries Act (R.S.O. 1990, c. P.44) authorizes public library boards to make rules regulating all matters connected with the management of the library and library property and authorizes a board to impose such fees as it considers proper for the use of parts of a building that are not being used for public library purposes.

General Facility Use

The library is a smoke-free, vape-free, scent free, and nut free building. Alcoholic beverages are not permitted in the building.

Pets are not permitted in the library, with the exception of service animals.

No soliciting will be permitted in the Library.

Disturbances: If a patron causes a disturbance in the library, and does not comply with the request for due consideration of the rights of other patrons, the patron will be asked to leave. When necessary the police will be notified. If an individual is unable to comply with oral or written warnings to leave the premises, he/she can be charged with trespassing under the Trespass and Property Act.

Public Meeting Room Rentals

Selwyn Public Library public meeting rooms are made available to the general public for a fee when not being used for Library purposes, with priority given to individuals and groups whose primary purpose is the promotion of cultural, educational and community activities. Community and commercial use will be permitted when the facilities are not required for the service or administrative functions of the Library.

Priority for the use of these facilities is as follows:

- a) Library programs, co-sponsored programs and other Library purposes;
- b) Library-related groups;

- c) Other Municipal departments;
- d) Public benefit non-profit groups;
- e) After which other applications are considered on a first-come, first-served basis.

Fees

- a) Payment of the rental fee (if applicable) may be made either prior to or at the time of use;
- b) The rental fee will be returned if the booking is canceled by the individual, group or business 5 or more days prior to the event;
- c) Fees are waived for public benefit non-profit groups;
- d) The fees for public meeting rooms are specified in Selwyn Public Library's Approved Charges (Attachment). The schedule of Approved Charges will be reviewed on an annual basis.

Conditions of Use

- a) All room rentals must provide a valid Certificate of Insurance (2 million liability), naming The Corporation of The Township of Selwyn Public Library Board & The Township of Selwyn as an additional insured party at least 10 business days prior to the rental which satisfies that the Municipality's insurance requirements have been met. If you do not have insurance, it can be purchased through the Municipality. Please ask staff for more details
- b) The "Room Rental Agreement" form (attachment) must be completed at the time of rental; ongoing users need only complete a form yearly;
- c) The Renter shall be responsible for the conduct and supervision of all persons admitted to the permitted facilities and shall see that all regulations are strictly observed.
- d) Permission to use these facilities does not imply any endorsement of the aims, policies, or activities of any group or individual;
- e) All users will agree to hold the library harmless for any loss, damage, liability, costs, and /or expenses that may arise during, or to be caused in any way by such use of the library facility;
- f) All meetings must be conducted in a manner consistent with the Board's Library policies as they may be amended from time-to-time;
- g) No gaming or games of chance, including bingo and lotteries, are permitted;
- h) Charitable fundraising is not permitted on Library property unless authorized by the CEO/Chief Librarian;
- i) Library staff must have access to facilities at all times and may attend free of charge any event, meeting or course held on Library premises for the purpose of auditing or reviewing compliance with Board Library policies and the Terms and Conditions;
- j) Birthday parties and similar social events may be accommodated in designated locations, subject to the Regulations for Use of Library Space (attachment);
- k) Sales of goods are not permitted unless authorized by the Library except for: books sold at author readings or book signings.

Denial of Use

When making the Library's public meeting rooms available for use, the Library is committed to ensuring the dignity and safety of the public and staff without disruption to Library services, and to maintaining the security of Library property.

The Library reserves the right to deny or cancel a booking as follows when it reasonably believes:

- a) Use by any individual or group will be for a purpose that is likely to promote, or would have the effect of promoting discrimination, contempt or hatred for any group or person on the basis of race, ethnic origin, place of origin, citizenship, colour, ancestry, language, creed (religion), age, sex, gender identity, gender expression, marital status, family status, sexual orientation, disability, political affiliation, membership in a union or staff association, receipt of public assistance, level of literacy or any other similar factor;
- b) Use by any individual or group will be denied for a purpose or action, in the Library's opinion, that is contrary to the law or any of the Library's policies;
- c) Use will be denied when there is deemed to be a misrepresentation, a likelihood of physical hazard to participants or audiences or a misuse of premises or equipment.
- d) Past misuse or non-payment of fees is sufficient grounds for denial of an application;
- e) Use will be denied to individuals, clubs, groups and organizations intending to establish the Library as a permanent location for their activities, including establishing offices in Library public meeting rooms.

Related Documents

Scent Free Policy 4.1.6

History:		
Date of Original Board Motion:	May 27, 2014	2014.37
Date of Amendments: (if any)		2018.86
	December, 2019	
		2024.017
Date of Next Review:	2028	
Attachments:	-Room Rental Agreement -Request for Use of Library Space -Regulations for Use of Library Space (attachment); -Approved Charges	



Room Rental Agreement

(Please Print)	
Name:	
Address:	
City:	
Postal Code:	Email:
Home Phone:	Cell Phone:
Date(s) Requested:	
Time Period Required:	
Purpose of the Event:	
Number of Persons attending meeting/event:	
Room Rental Fee: _____ <i>Public benefit non-profit groups – No charge or by donation</i> <i>For profit organizations or those charging admission - \$25 /session (3-4 hrs)</i> <i>Birthday parties or special events - \$25 /session (3-4 hrs)</i> <i>General Room Rental - \$25</i>	
Insurance Fee: _____ <i>\$5.13/hour or \$20.41/day</i>	

This is to certify that I have read the rules and regulations appearing as a component of this agreement and agree to conform thereto, and to be strictly bound thereby.

Signature: _____ Date: _____

Print Name: _____ Position: _____

On behalf of the Selwyn Public Library: _____ Date: _____

*All room rentals must provide a valid Certificate of Insurance (2 million liability), naming The Corporation of The Township of Selwyn Public Library Board & The Township of Selwyn as an additional insured party at least 10 business days prior to the rental which satisfies that the Municipality’s insurance requirements have been met. If you do not have insurance, it can be purchased through the Municipality. Please ask staff for more details *



Selwyn Public Library Regulations for Use of Library Space

- Smoking, vaping, nuts and scents are not permitted in Library Public Meeting Rooms
- Sales of goods are not permitted unless authorized by the Library except for: books sold at author readings or book signings.
- Activities must be confined to the Meeting Room or designated space.
- Setup of the room is the responsibility of the user; the library provides tables and chairs ; arrangements for other equipment (if available) must be arranged in advance.
- The applicant is responsible for leaving the area clean and with the original setup of chairs and tables.
- Use of the Meeting Room/Space must not disrupt use of the Library by others.
- Granting of permission to use the Meeting room/space does not constitute an endorsement by the Library of users or their beliefs.
- Meetings should normally be scheduled within supervised library hours; any exceptions must be approved by Branch Librarian in advance.
- The applicant is responsible for supervising attendees.
- The applicant is liable for damages to the facility and/or equipment.
- The Library Staff and Board are not liable for personal injury or damage, loss or theft of personal items, etc.
- The Library has the right to cancel a booking upon breach of conditions.
- The undersigned has read and agrees to the Scent Free Policy 4.1.6
- The undersigned, on behalf of the meeting room users, agrees to the attached 'Responsibilities for Users of Library Space' and has read and agreed to the conditions in Policy 4.4.1 Community Space and Public Meeting Rooms.