

## Purpose

To establish the parameters for which the Huron County Library provides physical and virtual community meeting spaces for educational, cultural, civic, recreational, and charitable purposes.

## Policy

1. The Huron County Library Board:
  - 1.1. Will not knowingly permit any individual or group to use its facilities in contravention of the Criminal Code of Canada, the Ontario Human Rights Code, or the Occupational Health and Safety act. Federal, provincial, and municipal legislation and regulations must be observed at all times.
  - 1.2. Reserves the right to accept or refuse a reservation, or to cancel any booking at its discretion.
  - 1.3. Will set and review rental fees.
2. The County Librarian, or designate authorizes use of the rooms.
3. Recognizing that the Huron County Library has a fundamental responsibility for upholding the principles of, as well as advocating for, intellectual freedom, Huron County Library promotes equitable access to a wide variety of expressive content in our collections, our programs, as well as in the booking of Library space. Access will not be denied except where there are reasonable grounds to believe the proposed activity is contrary to the law, to our Code of Patron Conduct, or would interfere with the public's use of the Library.
  - 3.1. If a member of the public would like to the library to reconsider a rental, either before or after the event has taken place, they will have the opportunity to fill out the Programming Request for Reconsideration form.
4. Use of a Huron County Library meeting room or library space does not constitute an endorsement by the Library of a program or points of view expressed. No advertisement or announcement implying sponsorship, co-sponsorship, or approval by the Library may be used unless written permission to do so has been previously given by the County Librarian or designate. If this is violated, it may result in cancellation of the room rental.
  - 4.1. The use of any Huron County Library Logos, mascots, or visual branding in advertising the event would be considered an implication of this kind.

5. Branch staff maintain the local physical space schedule and the Programming and Engagement Librarian Community Engagement Coordinator will maintain the schedule for the virtual spaces.
  - 5.1. If any meeting room becomes unavailable due to emergencies or extreme bad weather, staff will make every effort to notify scheduled users of the unavailability. In these circumstances, renters will be issued a full refund.
6. Room bookings for both physical and virtual spaces will be guided by the following guidelines:
  - 6.1. Library programs and services, meetings, and events have first priority for scheduling, after which other applications are considered on a first-come, first-served basis.
  - 6.2. Any municipal resident, group or business, may request to schedule a meeting room.
  - 6.3. Meetings which disturb regular library functions may not be scheduled.
  - 6.4. A "Request for Meeting Space" form (Appendix B) must be complete and where applicable, payment of the rental fee made to secure the booking. Information about the intended use of the room, including the names and affiliations of any speakers must be provided. Any applicable fees must be paid at the time of booking.
  - 6.5. Space may be booked in advance, but not be booked consecutively more than 4 instances at a time, unless in partnership with the branch library.
  - 6.6. The rental fee will be returned if the booking is cancelled by the individual, group or business 7 or more days prior to the event.
  - 6.7. Approval from the County Librarian is required at the time of booking to sell goods and services.
7. Physical and Virtual Space use will be guided by the following:
  - 7.1. Use of the room shall be subject to the supervision of the applicable staff member.
  - 7.2. Damages to the physical meeting space, furnishings, and equipment will be paid by the applicant.
  - 7.3. Set up, take down, and clean-up must take place during the room booking timeframe, and is the responsibility of the applicant, but can be supported by the library staff if previously arranged. If you rearrange the program space during your booking, please set it back up in the original configuration.

- 7.4. Groups must vacate meeting rooms at the library 1/2 hour before the library closes unless previously arranged with library staff.
- 7.5. Use of materials or decorations on the walls requires prior approval.
- 7.6. Non-alcoholic refreshments and food may be served in the meeting space.
- 7.7. The maximum occupancy of the meeting space shall be obeyed.
- 7.8. All users will agree to hold the library blameless for any loss, damage, liability, costs, and/or expenses that may arise during, or caused in any way by such use of the library facility.
- 7.9. All meetings must have the sponsorship or presence of a legally responsible adult aged 18 years or older.
- 7.10. The Patron Code of Conduct policy must be followed and the applicant shall be responsible for the conduct and supervision of all persons admitted to the Library room at the invitation of the applicant.
- 7.11. Library Staff can enter the rented space during a rental (Free of Charge) to audit the event.
- 7.12. Alcoholic beverages, smoking, vaping, and marijuana products are prohibited in all library facilities.
- 7.13. If an event requires crowd control by police or other entities, the approval of library staff is required, and costs will be at the renter's expense.
8. Some library spaces may be available to organizations outside of regular library hours in cooperation with library staff or with the local municipality.
  - 8.1. Library space is only available beyond library hours with the prior approval of the County Librarian or designate or local municipality.
  - 8.2. Availability of the library for programs or meetings beyond regular hours depends on the availability of staff.
  - 8.3. The library may not be used for programs beyond 10:00 p.m.
  - 8.4. Rental charges may apply.

## Replacement Statement

This policy replaces the previous Meeting Room Policy and comes into effect on the date approved.

## Citations

Public Libraries Act, R.S.O. 1990, Chap. P 44 Section 23 (4)

## Related Documents

Code of Patron Conduct LIB-OP-01

Program and Co-Sponsorship Policy LIB-OP-87 LIB-OP-81 Page 4

Intellectual Freedom Statement LIB-FS-2

Programming Request for Reconsideration Form

A list of rooms available for booking is on the library website

## Appendix A – Fee schedule for use of physical and virtual library spaces

	Rates	Non-Profit Groups	Partner or County
<b>Room Rental**</b>	Public hours: \$10/hr  After hours: \$40/hr	Public hours: Free  After hours: \$35/hr	Public hours: Free  After hours: Free if staff participating OR \$25/hr
**Cancellation Fees (Based on calendar days):		7 days notice - no charge 1-6 days - 50% Under 24 hours - full cost	



Appendix B – Request for Meeting Space Form

Cancellation:

If you need to cancel a booking, please let us know as soon as possible, so that others have the opportunity to use the room.

Disclaimer:

Persons using the meeting room will be held responsible for damage, etc. to the equipment and building facilities.

Reserve coffee maker (please check one) Yes No

I have read the Meeting Room Policy and have reviewed my rights and responsibilities under that document.

Booking Date: Arrival Time: Departure Time:

Date Person Responsible (print) Signature

Organization Phone

Intended use of Room

[Empty text box for intended use of room]

Speakers and Affiliations

[Empty text box for speakers and affiliations]

Personal information collected by the Huron County Public Library is done so under the authority of the Public Libraries Act, R.S.O. 1990, c. P.44., s. 5(3) and s. 20 and the Municipal Freedom of Information and Protection of Privacy Act, R.S.O., c. M.56., s. 28(2) The information collected will be used in the process of the library’s business.