

## **FACILITIES USE POLICY**

**Policy level:** Library Board

**Author:** Director of Library Services

**Date of Formal Board Approval:** October 24, 2008

**First Approved:** October 24, 2008; amended March 21, 2013

**Policy number:** 2008-03

The SD&G County Library recognizes that, in many of our communities, the Library branch facility is the only public space in which groups and individuals may gather for meetings, presentations or other programs. Consequently, as a way of supporting our mission, the Stormont, Dundas and Glengarry County Library welcomes the use of its facilities within the guidelines that accompany this policy.

First priority in the use of Library space will always be given to Library-sponsored programs and to programs held in cooperation with the Library. All other groups will be given consideration on a first come first served basis.

Space in the Library's branches is limited. Consequently, restrictions to ensure that there is no interference with the normal day-to-day operation of the Branch, as well as staff and patron safety, will apply when considering requests for facility use.

### **General Guidelines**

All meeting participants are expected to respect this policy's guidelines and the Library's Code of Conduct.

Requests for space at locations lacking separate meeting rooms will be dealt with on a case-by-case basis.

Activities taking place, statements being made, or positions being taken during non-Library events do not necessarily reflect the opinions or values of the SD&G County Library Board.

If it becomes necessary, due to a conflict in scheduling, the Library reserves the right to cancel or re-schedule use of a meeting space.

No special privileges are extended to organizations to which staff members belong.

Meetings must be held within the Library's current hours of operation.

In order to allow various groups to have an opportunity to use library meeting space, no group may meet more than once per month. Repetitive use, other than by the Library, will be reviewed on a routine basis.

Applicants will complete a Facilities Use Request form. Room fees, if applicable, are payable at this time. No refunds will be made if a cancellation is initiated by the applicant. Refunds will be paid for events cancelled by the Library.

Tobacco, alcoholic beverages, illegal drugs, weapons or other contraband are prohibited.

Storage space is not available. Applicants are responsible for their exhibits, equipment, materials or other items.

Activities for minors must be supervised by responsible adults.

The applicant must be present throughout the use period to ensure the safety and security of the attendees and of the Library facility and to further ensure attendees observe this policy and the Library's Rules of Conduct.

Library facility users must agree to restore the area to the original clean condition.

Authorization for Library facility use does not include the use of staff time other than to provide access to the meeting area.

Each group is responsible for its own publicity. Publicity must not include the Library's contact information. Only pre-approved posters may be placed in the Library to advertise meetings and they must be given directly to staff for display as only Library staff may post signs. Unauthorized signs will be removed.

The name and address of the Library may not be used as a mailing address for organisations, groups or individuals using meeting space.

For outside events:

- If used, portable toilets must comply with all laws and regulations currently in force
- The applicant is responsible for providing proof of proper disposal of trash and debris in advance
- All fires are prohibited

- Entrances and exits to grounds must not restrict the orderly flow of traffic.

## Meeting Rooms

Meeting rooms are available at the following locations:

Branch	Seating Capacity
Winchester	20
Ingleside	15
Iroquois	15
Dalkeith	30

These rooms are available free of charge to non-profit organizations and groups.

All for-profit groups will be assessed a room booking fee, as per the Fines and Fees Schedule, payable to the SD&G County Library. This fee is refundable only if the Library cancels the booking.



## Facilities Use Request Form

The SD&G County Library recognizes that, in many of our communities, the Library branch facility is the only public space in which groups and individuals may gather for meetings, presentations or other programs. The Library invites individuals and /or organisations to submit requests for use of the branch facility for community events or programs. Acceptance of a program topic by the Library does not constitute and endorsement by the Library of the group's/individual's policies or beliefs.

The Library is not responsible for promotion or leadership of programs sponsored by community/corporate groups or individuals. Priority is given to scheduling Library-initiated programming, and approval of non-Library events will be made only if there is time and space available in the facility requested. Normal Library activities must be able to continue in the branch facility during this meeting, presentation or other program.

The Library encourages individuals and groups to consider the literacy and/or information opportunities that holding an event in a Library facility offers to the public.

Contact Name / Organisation:

Address:

Telephone: Email:

Name of Event:

Website Address of Organisation:

Purpose of Meeting: (Please describe in detail; attach agenda if available. If there is a speaker, subject of speech)

Date requested:

Starting time: Finishing time: (Including set up and breakdown time)

What time does the program/event actually begin?

And end?

See Verso →

Estimated number of attendees:

Will posters, literature or press releases be distributed?

If yes, please attach a copy.

**Disclaimer (applies to non-Friends of the Library groups only):**

**I hereby agree to indemnify and hold harmless the Stormont, Dundas and Glengarry County Library Board and Stormont, Dundas and Glengarry County from any and all actions, suits, relating to use of its facilities. Further, I agree to reimburse the Library for any and all costs for repair and all damage as may be caused directly or indirectly to the facilities by such use thereof. If any organisation refuses to pay for damage, the matter will be referred to legal counsel.**

Signature of applicant (all applicants must sign):

Date:

---

---

OFFICE USE ONLY

Fee paid (if applicable)?

Approval from Library Administration?

Comments: