



Facilities Use Policy

For: The Stormont, Dundas and Glengarry
County Library Board

Policy No.: 2008-03

Policy Type: Operational

Effective Date: April 17, 2024
Date of Last Revision: February 11, 2021
First Approved: October 24, 2008

Overview

The SDG 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. As a way of supporting our mission, 'to connect communities through innovative services, literacy resources, independent learning, creative expression, leisure, and civic engagement', the Stormont, Dundas and Glengarry County Library welcomes the use of its facilities within the guidelines that accompany this policy, and with the understanding that doing so does not constitute and endorse the individual's or group's policies or beliefs by the Library.

Service Priority

1. 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.
2. First priority in the use of SDG Library space will always be given to Library-sponsored programs, and to programs held in cooperation with the Library. Approval of non-Library events/programs will be made only if there is time and space available in the facility requested.
3. Individuals, groups or organizations may use the Library during regularly scheduled opening hours as a public meeting space. Individuals or groups will have general access to tables and chairs, computers and community resources on a first-come, first-served basis. Use of the general Library space is provided without charge.
4. For group and organization meetings that require more space or privacy, SDG Library has two (2) site locations that can accommodate community groups through the rental of meeting rooms. These rooms are available at the Ingleside and Winchester branches. The rooms are available for community rentals, after meeting the programming needs of the branches.

Room Rental

1. Subject to the Library's needs, when available, meeting rooms may be rented to community organizations, educational groups, or businesses in accordance with fees established by the Library Board. Availability is subject to the Library's operational hours. Non-profit groups can use the room free of charge.
2. Application to use SDG Library space may be made up to three (3) months in advance.



Facilities Use Policy

3. Applicants must complete *Schedule A: Facilities Use Request form*. Forms may be submitted at the appropriate branch or sent to SDG Library Administration. Room booking fees, if applicable, are payable at this time.
4. If it becomes necessary, the Library reserves the right to cancel or re-schedule use of a meeting space. This fee is refundable only if the Library cancels the booking.
5. Groups or organizations using the meeting rooms are responsible for their exhibits, equipment, materials or other items.
6. The use of meeting rooms does not include the use of staff time other than to provide access to the meeting area.
7. Activities taking place, statements being made, or positions being taken during non-Library events do not necessarily reflect the opinions or values of the Stormont, Dundas and Glengarry County Library Board.
8. No special privileges are extended to organizations to which staff members belong.

After Hours Facility Use

1. The after-hours use of Library facilities for community events could be considered when the event is structured to support the promotion of Library resources and services.
2. If security or Library supervision is required, supervision may be at the cost of the individual or organization hosting the event (see *Schedule A: Fees and Fines* from the Circulation Policy).

Terms and Responsibility of Room Rental and Facility Use

1. The applicant must be present throughout the use period to ensure the safety and security of all attendees and of the Library facility, and to further ensure attendees observe this policy and the Library's Rules of Conduct Policy.
2. Activities for minors must be supervised by an adult.
3. The applicant must agree to restore the area to the original clean condition and will be responsible for any costs incurred due to damage to the facility and/or equipment.

Marketing Material for Meeting Room and Facility Use

1. Groups or organizations may identify the Library and provide its address in their publicity as the meeting location, but they may not give out the Library's telephone number, fax number, email address, or invite potential attendees to contact the Library for further information.
2. Marketing material created by the applicant must be submitted alongside the *Facilities Use Request Form* for approval. Use of the SDG Library logo is not permitted in the marketing material.
3. Approved marketing material may be placed in the Library to advertise meetings, provided they are given directly to staff for display. Unauthorized marketing materials will be removed.



Facilities Use Policy

Marketing Material on Community Bulletin Board

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

Community Displays

1. Municipal partners, social agencies or community-based non-profit, non-partisan groups may apply to host a temporary information display within Library branches.
2. All requests will be considered individually subject to available display space in Library branches.
3. 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.
4. No solicitation of funds is allowed on Library property.

Liability Insurance

1. The applicant shall maintain insurance, at their own expense, for the duration of the facility use as noted below:
 - a. Commercial General Liability issued on an occurrence basis for an amount of not less than \$5,000,000.00 per occurrence / \$5,000,000.00 annual aggregate for any negligent acts or omissions relating to their obligations under this Agreement. Such insurance shall include, but is not limited to: bodily injury and property damage including loss of use; personal injury; liquor liability (if applicable); contractual liability; premises, property & operations; non-owned automobile; broad form property damage; products; broad form completed operations; owners & contractors protective; occurrence property damage; employees and volunteers as Additional Insured(s); contingent employers liability; tenants legal liability – broad form; cross liability and severability of interest clause.
2. Such insurance shall add the United Counties of Stormont, Dundas & Glengarry and the SDG Library Board as Additional Insured subject to a waiver of subrogation. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Counties and the Board.
3. The applicant shall be responsible for the physical damage to their property. Failure to insure does not impose any liability on the Counties or Library Board.



Facilities Use Policy

- Any applicable Deductible to any insurance coverage shall be the sole responsibility of the Named Insured and the additional Insured shall bear no cost towards such deductible.
4. The applicant shall provide the Library Board with a certificate of insurance evidencing coverage as noted above. Such policies shall not be cancelled, changed or lapsed unless the Insurer notifies the Library Board, in writing, at least thirty (30) days prior to the effective date of such cancellation, material change or lapse. The insurance policy will be in a form and with a company licensed to write business in the Province of Ontario and which are, in all respects, acceptable to the County and Library Board.
 5. The County and Library Board reserves the right to assess exposures and add additional insurance requirements where deemed necessary.
 6. In addition to General Insurance, the applicant shall provide evidence of WSIB or its equivalent.

Indemnification

1. The applicant agrees to defend, indemnify and save harmless the United Counties of Stormont, Dundas & Glengarry and SDG Library Board their elected officials, officers, employees and volunteers from and against any and all claims, actions, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury or to damage to or destruction of tangible property including loss of revenue arising out of or allegedly attributable to the negligence, acts, errors, omissions, whether willful or otherwise by lessee, their officers, employees, volunteers, agents, or others who lessee is legally responsible, in respect to this facility use. This indemnity shall be in addition to and not in lieu of any insurance to be provided to the County and Board in accordance with this Policy, and shall survive this Policy.



Facilities Use Request Form

The SDG 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 SDG Library invites individuals and /or organizations to submit requests for use of the branch facility for community events or programs. Acceptance of a program topic by the SDG Library does not constitute and endorsement by the Library of the group's/individual's policies or beliefs.

The SDG 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 / Organization:

Address:

Telephone:

Email:

Name of Event:

Website Address of Organization:

Purpose of Meeting: (Please describe, and attach agenda if available; if there is a speaker, indicate subject of speech)

Date requested: _____

From (time): _____ To (time): _____ (includes set up/take down)

What time does the program/event actually begin? _____ And end? _____

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 the United Counties of Stormont, Dundas and Glengarry from any and all actions, suits, relating to use of its facilities. Further, I agree to reimburse the SDG 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 organization 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: