

# **Chatham-Kent Public Library**

## **Facilities Use Policy**

### **Purpose**

The purpose of this policy is to provide library staff and community members with direction for the appropriate use and rental of Library facilities.

### **Policy Statement**

Chatham-Kent Public Library branches are public facilities, accessible to community members and organizations for personal or public meetings.

### Terms of Responsibility

Chatham-Kent Public Library facilities are available for public gatherings by non-profit, cultural, educational or leisure groups when the Library is not being used for its primary purpose or library-related activities. Use of the Library must take place in a responsible manner, without cost to the Library or its Library Board, and without interference to other patrons or Library activities.

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### Terms of Use

Organizations/groups may use the Library during regularly scheduled open hours as a public meeting space. 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. Organizations are encouraged to schedule their meetings with Library staff so as not to compete with other community programs or Library services.

For group meetings that require more space or privacy, CKPL has four site locations that can accommodate community groups through the rental of meeting rooms. These rooms are available at the Blenheim, Chatham, Dresden and Wallaceburg branches. The rooms are available for community rentals, after meeting the programming needs of the sites. (See the current CKPL Schedule of Library Fees and Fines for rental fees and CKPL Rental Contract for conditions.)

### Room Rentals

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. Non-profit groups will benefit from a reduced rate.

The availability of meeting rooms for purposes other than Library use is on a first-come, first-served basis. The Library may deny applications for use based on space requirements, frequency of usage, or competing requests for space. Room bookings will

not be considered complete until a signed rental contract has been submitted and rental fees paid. Cancellation fees may apply.

Use of meeting rooms by any group or organization does not constitute an endorsement by the Library Board of that group's policies or beliefs. The Library will not knowingly permit any individual or group to use its facilities in contravention of the Criminal Code of Canada. The Library reserves the right to attend any meetings in its facilities.

The Library reserves the right to cancel a booking when it reasonably believes that the purpose is likely to promote discrimination, is contrary to the Library's Code of Conduct and/or poses a potential physical hazard to patrons and library space.

The following uses are not permitted:

- Private social events
- Business activities, such as sales promotions
- Programs which are not suitable for the Library's physical facilities
- Use by agencies or organizations seeking to limit attendance on the basis of discrimination as defined by the Ontario Human Rights Code R.S.O. 2012, c. 7, s. 1.

Organizations or individuals renting the meeting rooms assume all responsibility for any damages to the meeting rooms or other property of the Library caused by, or resulting from, their use of the facility. Rooms shall be left in a neat and orderly condition and Library equipment and furnishings will not be moved without prior permission.

No smoking is allowed. Food and beverages may be served, as long as reasonable care is taken.

### Quiet Pods

Bookable quiet pods are currently available at the Chatham and Wallaceburg Branches during regular library open hours. The Quiet Pods may be booked for two hours per day and up to seven days in advance.

Patrons are expected to leave the Quiet Pod upon completion of their reservation. Bookings become invalid if the room is not claimed within the first 15 minutes of the reservation. An empty quiet pod may be used without prior booking, however; it must be vacated if a person with a valid booking arrives.

Patrons who use the quiet pod are expected to leave the space clean and in its original condition. No food is allowed in the Quiet Pod however a drink in a closed container is permitted.

Quiet Pod doors do not lock. Personal belongings should not be left unattended. The Library is not responsible for lost, damaged, or stolen items.

### Fundraising on Library Property

The Library does not undertake fundraising for any third party agencies or organizations.

The Library does not accept fundraising boxes for display to the public for any third party agencies or organizations except for the annual Veteran's poppy sales.

Donation boxes, pledge sheets etc. may be accepted for display in library staff rooms only.

Chatham-Kent Public Library Board prohibits any person from conducting private/commercial business anywhere in the Library with the exception of the designated meeting room spaces.

Library facilities, outside of the meeting rooms, shall not be used for personal profit, solicitation of clients, advertising of services or products, or meetings of a confidential nature other than those permitted by the CEO or designate.

### Food and Alcohol Service

**Food Service** – Food service is permitted in Library locations. Groups and organizations should respect a nut-free environment and avoid foods that include peanuts and/or nuts. This allows for the safe use of the facility by all community members.

**Alcohol Service** – Groups wishing to serve alcohol during their event will need to request permission from the CKPL Board and the CEO/Chief Librarian. Alcohol service must follow the guidelines of the Municipality of Chatham-Kent Special Events Manual and the Chatham-Kent Municipal Alcohol Risk Management Policy. All necessary licenses and insurance will be at the cost of the service group/ organization hosting the event.

### After Hours Use

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. If security or Library supervision is required, supervision will be at the cost of the service group/organization hosting the event. (See current Schedule of Library Fees and Fines for rental fees and CKPL Rental Contract for conditions.)

The terms of this policy may be changed at any time without notice and the revised terms shall be operative from the date of approval.

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Revision Date: May 27, 2003; November 24, 2016, March 26, 2020; November 28, 2022

Board Approved Date: October 28, 2014; December 19, 2016; March 26, 2020

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Background Documents: Municipality of Chatham Kent Special Events Manual; Municipality of Chatham Kent Municipal Alcohol Risk Management Policy, Library Code of Conduct Policy, Fees & Fines Schedule, Library Rental Contract: Branch Specific, incorporates former Policy – Fundraising on Library Property

For more information or alternative formats of this document, please email [cklibrary@chatham-kent.ca](mailto:cklibrary@chatham-kent.ca).