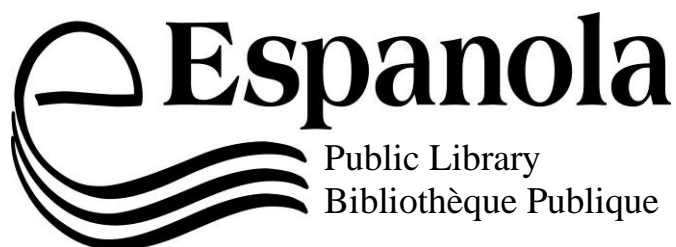


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GST No. 12202 5059 RT0001 (Town of Espanola)

Facility Use Policy

The Espanola Public Library brings together the resources of the Library and the activities of the community for educational, cultural, civic, recreational and charitable purposes. The Library provides a forum for the expression of diverse ideas and opinions; however, use of the Library facility shall not be interpreted to constitute endorsement by the Espanola Public Library Board of the policies and beliefs of groups or individuals.

SECTION 1: MEETING ROOM:

1. The Espanola Public Library Board:
 - a) will not knowingly permit any individual or group to use its facilities in contravention of the Criminal Code of Canada. Federal, provincial and municipal legislation and regulations must be observed at all times.
 - b) reserves the right to accept or refuse a reservation, or to cancel any booking at its discretion
 - c) will set and annually review rental fees
2. The Chief Executive Officer (CEO) authorizes the use of the rooms.
3. Staff maintains the schedule and will make every effort to notify scheduled users of the unavailability of the meeting room in case of emergencies.
4. Room bookings will be guided by the following:
 - a) Library programs and services, meetings, and events have first priority for scheduling, after which other applications are considered on a first-come, first-serve basis
 - b) rental availability is only during Library operational hours, unless advance arrangements are made
 - c) any municipal resident, group or business, may request to schedule a meeting room
 - d) meetings which disturb regular Library functions, may not be scheduled
 - e) a "Room Rental Notification" form and / or an email to the CEO via library@espanola.ca must receive confirmation of availability, the "Room Rental Form" must be complete and 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

- on the form
 - f) rental bookings may be arranged up to six months in advance, and should include set-up and cleanup time
 - g) the rental fee will be returned if the booking is cancelled by the individual, group or business 5 or more days prior to the event; cancellations with less than 24 hours of rental will be charged the full fee
 - h) proof of liability insurance may be required
 - i) publicity must not imply sponsorship or endorsement by the Library, unless authorized to do so
 - j) approval from the CEO is required at the time of booking to sell goods and services
5. Room use will be guided by the following:
- a) use of the room shall be subject to the supervision of the employees of the Library Board
 - b) the room must be returned to good order, including putting away any furniture or equipment utilized
 - c) damages to the meeting room, furnishings and equipment will be paid by the applicant
 - d) use of materials or decorations on the walls require prior approval
 - e) non-alcoholic refreshments and food may be served in the meeting room
 - f) the maximum occupancy of the meeting room shall be obeyed (55 maximum)
 - g) neither alcoholic beverages nor combustible items are allowed upon Library premises
 - h) 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

SECTION 2: COMMUNITY INFORMATION

The Espanola Public Library makes available information on community activities, agencies and organizations in order to facilitate access to resources within the community and as a partner in promoting community services and events. The Library encourages the display of bulletins, brochures and posters regarding events in order that residents can fully participate in community activities. This policy outlines the types of information suitable for collecting, displaying and distributing in the Library.

Section A: Community Information Collection and Services

1. The Library will collect and keep current information on the services of community agencies and organizations. This will include up-to-date information on:
 - a) municipal services
 - b) community groups
 - c) educational organizations
 - d) health and social services agencies and
 - e) religious, recreation and cultural institutions

2. The Library will provide easy, convenient and confidential access to information on agencies and organizations.
3. The Library staff will be knowledgeable about community agencies and organizations and capable of referring people appropriately and in a sensitive manner.
4. Patron confidentiality will be respected at all times.

Section B: Community Information Displays in the Library

1. The Library will make available space to display materials about community activities and events, including the display case as appropriate and available.
2. The display of material does not constitute an endorsement of any group.
3. The Library staff will date, place, post and remove all materials on the bulletin boards and in the brochure racks.
4. Materials will be accepted on a space available basis using the following priorities:
 - a) notices of Library programs, events, activities and services
 - b) notices of community interest from the local municipality and agencies.
 - c) notices of cultural, educational and recreational events
5. All display materials (other than organizational or personal items on loan for public viewing) become the property of the Espanola Public Library Board and the Library will dispose of materials as it sees fit.
6. All displays for the Library space or display case must be pre-booked with Library staff. Space is available on a first-come, first-serve basis. The Library reserves the right to refuse any display. Completed waiver agreements signed by exhibitors are required prior to mounting displays. The Library assumes no responsibility for lost or damaged materials.
 6. The Library will not display or distribute:
 - a) materials that contravene the Ontario Human Rights Code, federal or provincial laws and regulations
 - b) faith-based materials whose primary purpose is the promotion of faith, however events sponsored by local religious groups may be displayed
 - c) materials advertising and promoting commercial products or services
 - d) personal ads and notices including notices of items for sale or rent
 - e) multiple copies of the same posting on the bulletin board
7. Any complaints or appeals will be resolved by the CEO.

Section C: Election Campaign Material

Material whose primary focus is partisan or political in nature cannot be displayed or distributed in the Library with the following caveat: materials may be eligible when announcing non-partisan meetings and forums for discussion of community issues

Section D: Collections, petitions, handouts, sales and solicitation material

If approved by the CEO, collection boxes, petitions, handouts or items for sale may be accepted for the front desk of the Library; and the Library may serve as a collection depot for food items, canvassers' packages, etc. All such items must be non-partisan and non-profit in nature, and acceptance of such items does not imply approval or endorsement by the Library Board.

Solicitation is not allowed in the Library, except for Library-sponsored events or activities.

Related Documents:

Code of Conduct

Room Rental Form

Revision History

Date approved: April 28, 2014

Previous policy dated: Apr. 12, 2010

Date reviewed: April 9, 2018

To be reviewed by: April 2022