

Public Meeting Spaces

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Meeting rooms and other designated public meeting spaces in the library bring 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 auditorium or other public meeting spaces shall not be interpreted to constitute endorsement by the Port Colborne Public Library Board of the policies and beliefs of groups or individuals.

The Public Libraries Act (R.S.O. 1990, c. P.44) authorizes public library boards to make rules regulating all matters connected with the management of the library and library property. The PLA authorizes a board may impose such fees as it considers proper for the use of parts of a building that are not being used for public library purposes

The Port Colborne Public Library Board provides access to its auditorium and designated public meeting spaces for individuals and non-profit and profit-making groups in the community. The Board provides the terms and conditions for the use of all public meeting spaces.

For the purposes of this policy, the following definitions shall apply:

- A **not-for-profit group** is an organization whose purpose is service to the community rather than financial gain
- A **profit-making group** is an organization whose purpose is to conduct its operations in order to realize financial gain

The library has multiple public meeting spaces that may be reserved and used for meetings or collaborative work. These include:

- the auditorium
- a pavilion for quiet study and collaborative work
- a private study booth for individual use
- outdoor spaces on library property including the Port Colborne Lions Gazebo

Access to, and use of each of these public spaces will be in compliance with the terms

outlined in this policy. (See Appendix A). Limited exceptions may apply and are at the discretion of the Director of Library Services or designate.

Section 1: Rules of Use

1. All persons, groups or organizations are required to comply with the City of Port Colborne's policy regarding insurance requirements for its municipal facilities.
Liability insurance is required for all programs taking place on library premises and must be purchased through the library prior to the date of the activity/event. Alternatively, for those organizations that already have insurance, proof of insurance must be provided in advance. The Port Colborne Public Library and the Corporation of the City of Port Colborne must both be named on the certificate
2. The library is under no obligation to rent a meeting space simply because it is available. The space may be kept free for the library's own use whether planned or otherwise.
3. Groups and organizations may book the auditorium for meetings, education or training seminars, cultural events, and community interest activities.
4. The auditorium may not be used for commercial purposes (i.e., sale of goods or services, executing fee-for-service agreements, etc.). Programs listed as informational, educational, or instructional must remain so, and presenters shall make no solicitation of attendees to secure clients for their commercial use.
5. The Port Colborne Public Library Board:
 - a) will not knowingly permit any individual or group to use its facilities in contravention of the Criminal Code of Canada and will ensure that all programs must be consistent with the intent of the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code, all other applicable laws and statutes, and the Library's Code of Conduct policy
 - b) reserves the right to accept or refuse a reservation, or to cancel any booking at its discretion
 - c) will set and review rental fees (See Appendix A)
6. The CEO, or designate, authorizes the use of meeting spaces.
7. Staff maintain the meeting room schedule and will make every effort to notify scheduled users of the unavailability of a meeting space in case of emergencies.

8. Meeting space 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-served basis
 - b) meeting spaces cannot be rented for private social functions, fundraising events, partisan activities, bazaars, or for business promotions such as sales of products and services
 - c) any municipal resident, group or business, may request to schedule a meeting space
 - d) meetings use shall not disturb regular library functions
 - e) a "Rental Schedule of Fees and Application" form must be completed and payment of the rental fee made to secure the booking
 - f) information about the intended use of the meeting space, including the names and affiliations of any speakers must be provided
 - 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
 - h) approval from the CEO is required at the time of booking to conduct for-profit or business activities (e.g., the selling of goods)
 - i) the library will not knowingly permit any individual or group in contravention of the Criminal Code of Canada to make a meeting room booking

9. The use of meeting spaces will be guided by the following:
 - a) use of meeting spaces will be subject to the supervision of library staff
 - b) damages to meeting spaces, furnishings and equipment will be paid by the applicant
 - c) set up, take down, and clean-up will be provided by the library staff
 - d) use of materials or decorations on the walls requires prior approval
 - e) non-alcoholic refreshments and food may be served in the auditorium only
 - f) the maximum occupancy of the meeting space must be obeyed
 - g) 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
 - h) the library is a smoke-free environment, and the no-smoking policy is strictly enforced
 - i) all fire regulations must be observed, in particular that no fire exits shall be obstructed

Appendix A: Rates and Requirements for Meeting Space Rentals

1. Auditorium

- Reservation required
- Insurance required

Half Day (4 hours or less) for profit groups: \$25.00 + HST

Half Day (4 hours or less) for not-for-profit groups: \$10.00 + HST

Full Day (over 4 hours) for profit groups: \$45.00 + HST

Full Day (over 4 hours) for not-for-profit groups: \$25.00 + HST

2. Private Study Booth

- Reservation required
- Insurance not required
- No charge for use; damage may be charged

3. Pavilion for Collaborative Study

- Reservation required
- Insurance not required
- No charge for use; damage may be charged

4. Outdoor Spaces including the Port Colborne Lions Gazebo

- Reservation required
- Insurance may be required depending on the nature of the activity
- No charge for use; damage may be charged