

	THE CORPORATION OF THE COUNTY OF LAMBTON LAMBTON COUNTY LIBRARY POLICY MANUAL			
	Subject:	Community Use of Space Policy	Section A21	Index #001
	Effective Date:	July 6, 2022	Approved By: Lambton County Council	
	Revision Date:	May 30, 2022		
	Drafted on:	May 30, 2022		

PURPOSE

The purpose of this policy is to establish and define Lambton County Library (the Library) policies and procedures for public use of Library space.

POLICY

Meeting rooms in the Library, along with Library space, 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 meeting room shall not be interpreted to constitute endorsement by the Lambton County Library of the policies and beliefs of groups or individuals.

Lambton County Library recognizes that, in many communities, the Library is the only public space in which groups and individuals may gather for meetings, presentations or other programs. Consequently, as a way of supporting the Department's mission, Lambton County Library welcomes opportunities to provide space to the public in specific circumstances outlined in this policy.

RESPONSIBILITY

The responsibility for the implementation of this policy lies with the Manager, Library Services. This authority may be delegated to staff members in the Libraries Department.

DEFINITIONS

"Community Space" is a designated area within Lambton County Library facilities which may be used for meetings, events and programs.

"Minors" are any person(s) under the age of eighteen (18), the age of majority.

"Partnerships" are formal relationships between Lambton County Library and community agencies, groups, or service clubs that share in the goals and mission of the County of Lambton Cultural Services Division and / or Lambton County Library.

"Responsible adult(s)" are any person(s) over the age of eighteen (18) who are mentally and physically able to oversee the behaviours of a group to ensure that they are meeting the behavioural expectations set out for them in this policy, and other Lambton County Library policies.

"User" is any person using Lambton County Library services. This includes Lambton County Library patrons and / or cardholders as well as visitors to the community.

REGULATIONS

1. General Principles

- 1.1. The Library preserves and promotes universal access to a broad range of human knowledge, experience, information and ideas in a welcoming and supportive environment that is free from discrimination and harassment. Everyone has the right to equal treatment with respect to the access and use of the Library's services and facilities without discrimination or harassment on the basis of sex, sexual orientation, race, colour, ethnic origin, creed and all other grounds set out in the Ontario Human Rights Code.
- 1.2. The Library accepts that intellectual freedom requires freedom to examine other ideas and other interpretations of life than those currently approved by the local community or by society in general, and including those ideas and interpretations which may be unconventional or unpopular.
- 1.3. The Library 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.
- 1.4. The Library reserves the right to accept or refuse a reservation, or to cancel any booking at its discretion.
- 1.5. The Library will set and review rental fees as outlined in The Corporation of the County of Lambton Services and Fees Schedule, and in accordance with the The Corporation of the County of Lambton User Fee Policy.
- 1.6. Donations are suggested for users to help offset costs when reserving space that does not require a rental fee.

2. Accessibility

- 2.1. Lambton County Library works collaboratively with lower-tier municipalities and school board partners (who own / lease Library property) to ensure its spaces are accessible. Accessibility improvements are considered when building renovations or enhancements are planned.

3. Eligibility

- 3.1. Lambton County Library's community space rentals are made available to individuals and groups whose primary purpose is the promotion of cultural, educational and community activities; however, community use will be permitted when the facilities are not required for the Library's needs.
- 3.2. Priority for the use of these facilities is as follows:
 - 3.2.1. Library programs, co-sponsored programs and other Library purposes;
 - 3.2.2. County of Lambton departments, agencies, boards and commissions;
 - 3.2.3. Non-profit community groups and organizations;
 - 3.2.4. Charitable organizations.

4. Reservations

- 4.1. Members of the public wishing to reserve a space must contact the desired location directly in order to determine the availability, size, and level of privacy that each space provides.
- 4.2. Reservations will be managed using electronic software.
- 4.3. The Library Rental Agreement must be completed for each party making a reservation.
- 4.4. The Library Rental Agreement will be kept on file within the facility in accordance with The Corporation of the County of Lambton Record Management Policy (A12.01).
- 4.5. Requests for dates are taken on a first-come-first-served basis. In the event a tentative booking has been made and there is subsequent interest from another individual / group for the same date, the Library reserves the right to require the group to confirm or decline its tentative booking.
- 4.6. Space rentals are typically only available during regular operating hours. Exceptions can occur, subject to the following:
 - 4.6.1. The building owner's approval and supervision;
 - 4.6.2. The renter reimbursing Lambton County Library for any employee wages incurred outside of regular operations to staff the building;
 - 4.6.3. The availability of staff to provide the required supervision.
- 4.7. Reservations will not be accepted for groups or individuals with accounts in arrears.
- 4.8. Distinct requirements for rentals at the Sarnia Library are as follows:
 - 4.8.1. Reservations at the Sarnia Library or Sarnia Library Theatre require deposits for those users who are not pre-existing account holders.
 - 4.8.2. Deposits are due at the time of reservation.
 - 4.8.3. Reservations will be considered confirmed when deposits are received.

5. Cancellations

- 5.1. User groups must cancel their event at least 72 hours in advance.
- 5.2. Deposits for paid rentals will be reimbursed only if 72 hours' notice has been provided.

- 5.3. Failing to cancel 72 hours in advance will result in a charge for the estimated session fees as outlined in The Corporation of the County of Lambton Services and Fees Schedule.
- 5.4. Cancellations may be made by phone, email or written letter.
- 5.5. User groups are responsible for communicating cancelled events to the public. Lambton County Library staff will amend any promotion(s) undertaken by the Library to advertise the event.

6. Payment

- 6.1. Users will be invoiced for any fees owing. Fees will be payable within 30 days.
- 6.2. Accounts in arrears past 30 days will be subject to late fees as outlined in The Corporation of the County of Lambton Services and Fees Schedule.
- 6.3. Users will be billed for reimbursement of cleaning / repair costs if the facility is damaged while in the user's care.
- 6.4. Non-payment of fees may result in the inability to secure future bookings, or account details being shared with collections agencies for payment.

7. Food and Beverage Consumption

- 7.1. Each facility will have specific rules concerning the consumption of food and beverages, depending on space constraints and other factors.
- 7.2. Users must consult with the Assistant Library Supervisor and / or Facility Administrative Coordinator to clarify regulations.
- 7.3. Employees will hold no responsibility for ordering, setting up for, or serving refreshments.

8. Alcohol

- 8.1. The provision of alcohol in Library facilities is only permitted when the user obtains the appropriate licence(s) from the Liquor Control Board of Ontario (LCBO) and has provided a copy of that license to Lambton County Library.
- 8.2. Any consumption of alcohol must be in accordance with the rules and regulations of the Province of Ontario Liquor Licence Act R.S.O. 1990, CHAPTER L.19.

9. Limitations

- 9.1. Users must consult with the Library about décor / room set-up plans and seek agreement on said plans.
- 9.2. The Library reserves the right to limit or restrict the use of some decorative items, equipment / props within the Library space such as, but not limited to, candles, confetti or glitter.
- 9.3. Users may not alter the physical space in any significant way, and must not damage walls, doors, or other surfaces with tape or other materials.

10. Clean-up and Liability

- 10.1. The Library accepts no responsibility for loss of valuables.
- 10.2. The user must be present throughout the use period to ensure the safety and security of the attendees and the Library and to further ensure attendees

- observe this policy and the Lambton County Library's Rules of Conduct.
- 10.3. Users must agree to restore the area to its original clean condition. It is understood that users will be held responsible for any damages to Library property.

11. Publicity

- 11.1. Users are responsible to promote their events.
- 11.2. When external users are developing promotional tools they must not include the Library's contact information or the County of Lambton logo.
- 11.3. When and if resources permit, the Library will endeavour to share community event information.
- 11.4. The name and address of the Library may not be used as a mailing address for organizations, groups, or individuals using community space.
- 11.5. When formal partnerships with the Library exist, and events are undertaken in a joint effort on the Library premises, the County of Lambton logo must be prominent on all advertising for events in addition to partner group(s).
- 11.6. All advertising for joint partnerships must be approved by the Library's Communications Officer prior to being printed, posted or distributed.

12. General Guidelines

- 12.1. All users of the space are expected to abide by the guidelines and the Lambton County Library's Rules of Conduct and all other Library policies.
- 12.2. Requests for repetitive use of Library space will be considered on a case-by-case basis.
- 12.3. No special privileges are extended to organizations to which County of Lambton employees are members.
- 12.4. Tobacco, illegal drugs, cannabis, vaping, weapons or other contraband are prohibited.
- 12.5. Storage space is unavailable. The Library holds no responsibility for items left in the facility after each event.
- 12.6. Activities for minors must be supervised by responsible adults. Exceptions may be made on a case-by-case basis.
- 12.7. Staff resources are not available for general event assistance with the exception of maintenance assistance at the Sarnia Library Theatre.
- 12.8. Use of the space must comply with the Fire Code Regulations of the facility.

13. Space Capacity of the Sarnia Library Theatre

- 13.1. Room Capacity
 - 13.1.1. Users will adhere to room capacity levels to ensure participant health and safety.
 - 13.1.2. Users must not sell or distribute quantities of tickets in excess of room capacity levels.
 - 13.1.3. Non-compliance of the room capacity levels as defined by Fire Regulations will result in the immediate closure of the event.

14. Community Use of Outdoor Space

- 14.1. Any outdoor space is accessible to the public; however, pedestrian traffic cannot be prohibited from entering the area.
- 14.2. Any use of portable toilets must comply with all laws and regulations.
- 14.3. The user is responsible for providing verification of trash disposal plans in advance of the event.
- 14.4. All fires are prohibited.
- 14.5. Entrances and exits to grounds must not restrict the orderly flow of traffic.

ASSOCIATED DOCUMENTS

The Corporation of the County of Lambton Services and Fees Schedule
The Corporation of the County of Lambton User Fee Policy
The Corporation of the County of Lambton's Solicitation in County Facilities Policy
Lambton County Library Insurance Form for Displays
Lambton County Library Feedback Form
Lambton County Library Rental Agreement
Lambton County Library Request for Reconsideration Form
Ontario Regulation 278/05: Designated Substance - Asbestos on Construction Projects and in Buildings and repair Operations under Occupational Health and Safety Act, R.S.O 1990, c.O.1 (ONT. REG. 278/05)
Province of Ontario Liquor Licence Act R.S.O. 1990, CHAPTER L.19

POLICY HISTORY

REVISION	DATE	PREPARED BY
Created	May 30, 2022	Manager, Library Services