

# Use of Library Space Policy

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**Date Created:** October 11, 2000

**Date Reviewed:** December 2022

**Motion Number:** 2023-31

## **Purpose**

To outline hours of operation and permitted uses of library space.

## **Hours of Operation**

The Library Board shall determine the hours that the Library is open to the public. These hours will be posted in each branch and online. The public will be notified of changes including those caused by emergencies.

## **Public Holidays**

The East Gwillimbury Public Library will be closed on statutory holidays, on any day proclaimed as a holiday by the Municipal Council, and on other days as directed by the Library Board.

## **Emergency Closing**

The authority to close a branch of the Library due to an emergency shall be vested in the Chief Executive Officer or designate.

## **Use of Buildings**

Library facilities, including study and program rooms, are available to all members of the public provided they conduct themselves in a reasonable manner.

Individuals and groups using Library spaces must comply with Canadian laws including, but not limited to, the *Canadian Charter of Rights and Freedoms*, *Ontario Human Rights Code*, and the *Criminal Code of Canada*. All Library policies apply to all Library spaces.

## **Use of Study and Program Rooms**

The Library offers bookable study and program rooms within the branch and abides by the following guidelines:

- The Board may allow non-profit groups to use library program rooms free of charge.
- All external meeting rooms other than those owned by the Library must be booked through the Town of East Gwillimbury.
- Meeting rooms shall be available to individuals, non-profits, and commercial organizations during regular library hours.
- The Library does not endorse the views represented by any group using Library spaces. Promotional materials must not imply Library sponsorship.
- Sales of goods, admission fees, or fundraising are not permitted unless authorized by the CEO or designate.
- Library staff must have access to facilities at all times and may attend free of charge any

event, meeting, or program held on Library premises for the purpose of auditing and reviewing compliance with the Library's policies.

- The Library will not be held responsible for personal injury or damage, nor for the theft or loss of personal belongings or equipment of customers either booking space or attending functions on Library premises. Damages to Library property will be paid by the applicant.
- All customers must comply with local fire, health, and safety regulations.
- Alcohol will not be allowed in Library spaces without permission from the Library Board.
- Please note that the Library may limit or withhold access to study and program rooms for operational purposes. The public will be notified of changes including those caused by emergencies.

### **Refusals and Cancellations of Library Space Use**

The Library reserves the right to cancel any bookings without notice if the space is made unusable by conditions beyond its control.

The Library reserves the right to refuse or cancel a booking as follows:

- Use will be refused for a purpose that compromises the law or the Library's Code of Conduct.
- Use will be refused when there is deemed to be a misrepresentation, a likelihood of physical hazard to participants, or a misuse of premises or equipment.
- Past misuse is grounds for denial of future use.
- Use will be denied to individuals, groups, and organizations who it is determined will be conducting activities that will negatively impact other customers' use of the library.
- Customers who are denied permission to use library space may, upon written request, have the decision reviewed by the CEO, whose decision shall be final.