

Title	Room Usage Policy
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Notes	



Purpose

In alignment with its commitment to community, partnership and intellectual freedom, the Caledon Public Library (CPL) welcomes the use of its available spaces by members of the public and partner organizations. The availability, use and booking of Library rooms is regulated by this policy. For the purpose of this document, the word “room” includes rooms or spaces within Caledon Public Library’s branches, including study, meeting and event spaces available for booking. This policy applies equally to all rooms, except where indicated.

Guidelines

The following guidelines outline the priorities and conditions of use for meeting rooms, as made available within Caledon Public Library branches.

The following locations currently offer rooms available for use and advance booking at no charge:

- Albion Bolton Branch
- Caledon East Branch
- Southfields Village Branch
- Margaret Dunn Valleywood Collaboration Studio

Use of all rooms is limited to the branch’s regular hours of operation.

The Library reserves the right, at any time:

- To earmark rooms for staff use and Library sponsored or co-sponsored programs and events;
- To limit bookings during times when staff resources are diminished or unavailable;
- To remove any or all of the Library’s rooms from booking availability;
- To implement a fee structure for the use of some or all of the Library’s rooms; or,
- To cancel bookings.

Study and Small Meeting Rooms

Study and Small Meeting Rooms are primarily provided for use by library customers for quiet study, group work, or small meetings.

The Library currently offers the following study or small meeting rooms:

- Caledon East Branch
 - Connect
 - Learn
 - Meet
 - Work
- Margaret Dunn Valleywood Collaboration Studio
 - Hub 1
 - Hub 2
- Study and Small Meeting Rooms can be booked online, by phone or in person up to 7 days in advance for a maximum of 2 hours per day per person or group.
- Bookings will be held for a maximum of 15 minutes beyond the booking start time. Customers arriving late for a booking may have use of the room only for the time remaining in the booked session. Extensions to bookings will be considered only in cases where there are no other bookings scheduled and at the discretion of branch staff.
- Users agree to adhere to the room occupancy limits as advised at the time of booking and as posted within each space.
- Cancellation of Study and Small Meeting Room bookings must be made online, by phone or in branch no later than 4 hours prior to the booking start time. Repeated failure to cancel unwanted room bookings may result in the loss of booking privileges.

Program and Large Meeting Rooms

Program and Large Meeting Rooms are used by the Library for Library-related programs and meetings. Once these needs are met, they may be made available to not-for-profit partner organizations to be booked for meetings, education or training seminars, cultural events, and community interest activities.

The Library currently offers the following program and large meeting rooms:

- Albion Bolton Branch
 - Meeting Room A
 - Spark Zone
- Margaret Dunn Valleywood Collaboration Studio
 - Team Table (Please note that this is not located within an enclosed space and is adjacent to public areas that may be in use by other visitors to the Studio.)
- Southfields Village Branch
 - Learning Lounge
 - Think Tank
- Program and Large Meeting Rooms can be booked by partner organizations by contacting the relevant Branch Manager and may be made up to four months in advance. Booking suitability and room availability will be informed by the guidelines and conditions of use

identified within this policy. A Partnership Room Usage Agreement must be completed to confirm all bookings.

- Users agree to adhere to the room occupancy limits as advised at the time of booking and as posted within each space.
- Branch staff must be advised of any cancellation of Program and Large Meeting Room bookings no later than 48 hours in advance of the booking. Repeated failure to cancel unwanted room bookings may result in the loss of booking privileges.

Allocation of Access to Program and Large Meeting Rooms

The following is the order of priority by which use of Caledon Public Library's Program and Large Meeting Rooms is allocated:

1. Library coordinated or co-planned activities.
 2. Friends of the Caledon Public Library.
 3. Town of Caledon Departments, including Town Council.
 4. Caledon Public Library's Non-Profit Community Service Partners.
- Local partners, including Town of Caledon Departments and local non-profit community partners, are eligible for up to four (4) bookings annually.
 - Members of Town of Caledon Council are eligible for one (1) booking per month for public meetings or groups in which the Councillor is a member and a regular attendee.
 - The above-listed groups are also eligible to book Study and Small Meeting Rooms up to 7 days in advance for a maximum of 2 hours per day per person or group.

Recording Studio

The Library also offers a Recording Studio located within the Margaret Dunn Valleywood Collaboration Studio. Access to and booking of the Recording Studio is guided by the Makerspace Studio Guidelines documented as part of the *Caledon Public Library Internet and Technology Acceptable Use Policy (CPL-15-02)*.

Acceptable Use

- Permission to use the Library's bookable spaces does not imply any endorsement of the aims, policies or activities of any group or individual.
- All meetings must be conducted in a manner consistent with the guidelines of the Library's *Public Code of Conduct (CPL-16-11)*, as amended from time-to-time.
- The following activities within the booked space require the advanced authorization of the CEO/Chief Librarian:
 - Functions requiring an admission or registration fee;
 - Charitable fundraising; or,

- Press conferences.
- The following activities are not permitted:
 - Gambling, including lotteries.
- The focus of all meetings, programs or events delivered within Library rooms, including discussion topics, names of speakers and their affiliation, and any items to be made available for sale, must be disclosed at the time of booking and will be documented on the Partnership Room Usage Agreement.
- Library staff shall have access to all spaces at all times and may attend free of charge any event or meeting held on Library premises for the purposes of auditing or reviewing compliance with Library policies and relevant guidelines.
- Activities taking place in rooms at the Library must be contained to the booked space and may not flow into other areas of the Library or adjacent Town spaces.
- As per the *Caledon Public Library Operational Policy (CPL-16-04)*, solicitation of donations or the sale of tickets or other promotional materials for fundraising or commercial purposes is not permitted in the Library, with the exception of Library Board or Town of Caledon sponsored events. The Library may allow the sale of merchandise by community partners and sponsors at library programs and/or events. With the exception of books, such sales shall be considered only in cases when the intended audience is teens or adults.

When making the Library's rooms available for use, the Library is committed to ensuring the dignity and safety of the public and staff without disruption to Library services, and to maintaining the security of Library property. To this end, the Library reserves the right to deny or cancel a booking when it reasonably believes:

- Use by any individual or group will be for a purpose that is likely to promote, or would have the effect of promoting discrimination, contempt or hatred for any group or person on the basis of race, heritage, religion, gender, age, income, education, sexual orientation, gender identity or expression, physical or mental abilities and all other grounds set out in the Ontario Human Rights Code;
- Use by any individual or group will be for a purpose or action that is contrary to the law, including hate propaganda laws;
- There has been a misrepresentation by the individual or group booking the space as to the purpose of the meeting;
- There is a likelihood of physical hazard to participants or audiences or a misuse of premises or equipment; or,
- Use by individuals, clubs, groups and organizations is intended to establish the Library as a permanent location for their activities, including establishing offices in Library space.

Food and Beverages

Notification of the intent to serve food and beverages should be given at time of booking Program or Large Meeting Rooms. All food/beverage arrangements, set-up and clean-up are

the responsibility of those booking the room. All food and beverage items are to be removed from the meeting room at the conclusion of the booking period. The serving of alcohol or cannabis-based products is not permitted.

Room Set-up and Take Down

Those booking Program and Large Meeting Rooms are responsible for the set-up of the room. A certain number of tables and chairs are provided in each room. Additional tables and chairs may be available in some locations, if requested at the time of booking. Set-up and take down must occur within the timeframe of the booking.

No setup options or additional furniture is available for the Study and Small Meeting Rooms.

Users of all library rooms are responsible for leaving the space in a clean and organized condition.

Audio Visual Equipment

All bookable rooms are equipped with a wall-mounted or cart-mounted screen. Anyone booking a room is required to bring their own device with which to connect to the screen. Chromebooks are available for 2-hour loan to those with a Caledon Public Library card.

Due to limited staff resources, there is no guarantee that library staff will be available to provide audiovisual assistance on the day of the booking. Any required training in the set-up or use of available equipment must be arranged at least one (1) week in advance of the booking.

Organizations are responsible for the rental of any equipment beyond what is available at the Library. The Library reserves the right to regulate the use and installation of all additional equipment. All equipment must conform to fire and safety codes.

Promotion and Publicity

Partner organizations hosting a publicly advertised event in a room at Caledon Public Library must clearly advertise that they are the sponsor of their event. Advertising may not imply endorsement by the Library of the content of the program or event and shall include the following language: This program/event is not sponsored by Caledon Public Library and as such, the Library does not advocate or endorse the viewpoints expressed by program/event organizers or participants.

A sign to indicate the location of the meeting or event may be posted in designated spaces within the Library one hour prior to the start of the event. Requests for the sharing of additional promotional materials, in branch or electronically, will be considered as per the guidelines of the *Library's Art Exhibit, Display and Community Information Policy (CPL-16-16)*.

Mandatory Liability Insurance

In advance of confirming the booking of a Program or Large Meeting Room, all CPL Non-Profit Community Service Partners will be required to produce a liability insurance certificate in the amount of \$2,000,000 per occurrence, including full participant coverage and naming the Town of Caledon and the Caledon Public Library as additional insured parties. Those organizations who cannot produce the requested certificate must purchase the required insurance at a nominal cost through a third-party provider.

Contravention of Policy

The Caledon Public Library Board reserves the right to remove the privileges of any library user found in contravention of the Caledon Public Library Board's policies. Discretionary power to refuse the booking of rooms by any person who neglects or refuses to comply with the rules and regulations of the Caledon Public Library Board rests with the CEO and Chief Librarian.

Appeal Process

An appeal or application for re-instatement of booking privileges may be submitted, in writing, to the CEO and Chief Librarian. Library privileges are not automatically re-instated. Only one appeal will be considered during the term of the suspension.

Office of the CEO and Chief Librarian
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ceo@caledon.library.on.ca

Related Documents and Resources:

- CPL-15-02 - Caledon Public Library Internet and Technology Acceptable Use Policy
- CPL-16-04 - Caledon Public Library Operational Policy
- CPL-16-11 - Caledon Public Library Public Code of Conduct
- CPL-16-16 – Caledon Public Library Art Exhibit, Display and Community Information Policy
- CPL-17-21 - Caledon Public Library Partnership Policy