

10. Library Program Rooms

August 2019

Where program rooms exist, these areas are part of the space leased by the Middlesex County Library Board from the local municipality for the primary purpose of providing library services and programs to the residents of Middlesex County. This includes co-sponsored programs where a Middlesex County Library staff member is in attendance and is responsible for the use of the room.

PURPOSE

The provision of program rooms for groups is to provide a space for civic, educational and cultural activities. These policy and procedures are provided to ensure consistent and fair use of the library's programming and meeting room space.

POLICY

1. Use of program rooms for Library-sponsored purposes takes precedence over other uses.
2. Program rooms shall be used for co-sponsored library programs and shall not be used by external groups for:
 - a. The solicitation of business, for profit or for fundraising
 - b. Personal activities or private social functions
 - c. Purposes that are disruptive to the normal operations of the library
 - d. Purposes that contravene the law, municipal bylaws or Library policies.
3. The library reserves the right to deny request/frequency of use/cancel bookings.
4. Fees may not be charged for the use of the program room.
5. The library reserves the right to close the building in extremely bad weather or unforeseen emergencies. Inquiries should be made by calling the library.
6. Exceptions to this policy and guidelines will be made at the discretion of the Library as it seems in the interests of the Library and the community.
7. Failure to comply with Library directives as outlined in these policies and guidelines may result in cancelling future use.

Bookings

1. A "booking" is defined as the use of the room for any portion of time from one (1) to eight (8) hours.
2. Permission for use of a program room is not transferable.
3. Subject to availability and approval, an organization will be given approval to use a program room by the Director of Library Services or designate.
4. Groups must make one contact person responsible for room bookings.
5. The Organization using the program room shall protect, defend, indemnify, and save harmless the local municipality that owns the facility, the Middlesex County

FACILITIES AND EQUIPMENT

FAC

Library Board and the Corporation of the County of Middlesex (the “Indemnified Parties”) from all claims, actions and proceedings, including any costs and expenses, incurred by the Indemnified Parties arising from the Organization’s use of the Property, or any act or omission of the Organization or their members, officers, employees, agents or contractors or any person who attends the event.

6. Topics for discussion and names of speakers with their affiliation must be disclosed at the time of booking.
7. Any group wanting to book a program room must submit an application on the form provided by the library (Appendix D).
8. An application will not be accepted more than 90 days in advance of the requested date.

Rules for Use

1. All persons associated with the event must agree to leave the building at the times specified when room bookings arrangements are made.
2. The library is not responsible for damage, theft or loss of articles or property belonging to persons renting Library rooms and/or to program attendees.
3. All premises must be left in an orderly and clean condition.
4. Groups using the meeting rooms shall secure any necessary performance licences and indemnify the Library for any failure to do so on their part.
5. The serving of liquor is not allowed.
6. No material may be posted on walls or windows of meeting room.
7. Groups will be responsible for the set up and arrangement of the meeting room for their meeting and will return the room back to its original state when finished.
8. Groups are responsible for their own audiovisual equipment unless previously arranged with Library.

Promotion of Programs Held in Library Program Rooms

1. Groups must clearly specify their official names in all promotional material for meetings at the library
2. No group may list the address of the Library as its mailing address.
3. Distribution of promotional material in the library for events held in the library is not permitted, except for library co-sponsored events, unless given approval by the Director of Library Services or designate.
4. Advertisements of meetings/events must not imply endorsement of the Library of the content of the program.
5. Any postings within the library must be approved in advance by the Library.
6. The Library may publicize internally all program room use booked by groups.
7. Any display material must be removed and areas must be left free of litter.