

Glencoe Library Program Room

Frequently Asked Questions

Q: Where is the room located?

There is a room available to book at the Glencoe Library, 123 McKellar St, Glencoe.

Q: Who can book the room?

Program rooms shall be used for programs and approved government, community and social services, and shall not be used by external groups for:

- The solicitation of business, for profit or for fundraising
- Personal activities or private social functions
- Purposes that are disruptive to the normal operations of the library
- Purposes that contravene the law, municipal bylaws or Library policies.

Q: Is there a fee?

There is no fee to use the room.

Q: What equipment is available?

The room comes equipped with a projection system, 60 chairs, 8 tables, coffee maker and 60 mugs.

Q: How far in advance can I book?

The room can be booked up to 90 days in advance of an event, subject to availability.

Q: When is the room available?

The room can be booked for use from 8am -11pm, Sunday-Saturday. Arrangements regarding keys can be made for groups using the room outside of library open hours.

Q: What is the capacity of the room?

The capacity is 100 persons standing, 60 persons seated.

Library Contact Information

Glencoe Library

Courtney Joris, Supervisor

cjoris@middlesex.ca

519-287-2735

123 McKellar St | Glencoe, ON | N0L 1M0

Application for Program Room Use

All applicants for use of a library program room are required to read the Middlesex County Library Policy FAC 10 - Library Program Rooms, Offices and Study Rooms, which is included as an appendix to this application.

Once you've read the policy, please complete all sections of this application and return it to the library. You will be notified as soon as we are able on whether we are able to fill your request. Thank you.

Applicant's Name: _____

Phone Number: _____

Email address: _____

Requested Days and Time for room use: _____

Organization Name: _____

Type of Event: _____

Additional Information: _____

I, _____, representing _____,
(please print applicant name) (please print organization's name)

have read the Middlesex County Library policy FAC 10 - Library Program Rooms, Offices and Study Rooms and agree to its terms and conditions. I acknowledge the organization's responsibility for any damage to the building, furnishing or equipment during our use of the room.

(applicant's signature)

LIBRARY USE ONLY

Date Received: _____

Confirmation Sent: _____

10. Library Program Rooms, Offices, & Study Rooms

November 2021

Where program rooms, offices, and study 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, as well as government, community and social services 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 rooms for groups and individuals is to provide a space for civic, educational and cultural activities, as well as the provision of government, community and social services. The policy and procedures are provided to ensure consistent and fair use of the library's program, office and study room space.

POLICY

1. Use of program rooms for Library-sponsored purposes takes precedence over other uses. Use of the offices and study rooms for Middlesex County government and social services purposes takes precedence over other uses.
2. Program rooms, offices, and study rooms shall be used for programs and approved government, community and social services, 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 rooms.
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. A minimum 1 hour notice prior to the start of the booking must be given for cancellation.
7. 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.
8. 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 room is not transferable.
3. Subject to availability and approval, an organization will be given approval to use a room by the Director of Library Services or designate.

FACILITIES AND EQUIPMENT

FAC

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 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 for use of the program room will not be accepted more than 90 days in advance of the requested date.
9. Study rooms, where they exist, may be available on a drop-in basis at the discretion of the Library.
10. Office space may be reserved for use by government, community and social service agencies, with approval given by the Director of Library Services or designate. Service agreements for agencies utilizing library spaces on an ongoing basis may be necessary, and will be overseen by the Director of Library Services.

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 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 the booked space. The Library does not provide storage space onsite.
7. Agencies and groups will be responsible for the set up and arrangement of the 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.
9. Capacity limits may be in effect – the Branch Supervisor will confirm this with the Applicant.
10. Per the requirements of O. Reg. 364/20, while it remains in effect:
 - a. All users of the room aged 12 and up must provide proof of identity and either proof of being fully vaccinated against COVID-19 or documented

proof of a medical exemption. A representative of Library staff will examine and verify these proofs at each event. (Note: This requirement does not apply if the room is being used for one of the purposes itemized at O. Reg. 364/20 subsection 4 (2).) The renter should advise potential attendees in advance that this requirement will be in effect.

- b. It is the responsibility of the renter to comply with the requirements of O. Reg. 364/20 and with current provincial and Middlesex London Health Unit orders and guidance re: COVID-19, including, but not limited to:
 - i. preventing attendance by anyone who cannot reply “no” to all COVID-19 screening questions or who is advised to self-isolate or get tested by Ontario’s COVID-19 self-assessment tool
 - ii. the recording of contact tracing information
 - iii. the wearing of face masks
 - iv. social distancing
 - v. the preparation, serving and consumption of food and drink

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.