

The Deep River Public Library



Policy Type:	Operational	Policy Number:	OP-08
Policy Title:	Program Room Policy	Initial Policy Approval Date:	December 2019
		Last Review/Revision Date:	November 2023
		Year of Next Review:	2027

Policy Statement:

The Program Room of the Deep River Public Library is offered primarily as a public service to the community. Providing accessible and affordable public meeting space furthers our mission to be the community's living room with resources for enjoyment, lifelong learning, and meaningful connection.

The Library supports intellectual freedom and provides equitable access to a wide variety of expressive content and services. The Program Room is made available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting use, in accordance with the Canadian Charter of Rights and Freedoms.

The Library also maintains an environment free from discrimination and harassment. There are necessary limits to how library spaces may be used. The Library is committed to providing physically safe and respectful staff and public spaces, minimizing the disruption of Library services, and maintaining the security of Library property.

Bookings for the use of the room shall be regulated in accordance with the following priorities:

1. Library programs
2. Friends of the Library/Town of Deep River events and programs
3. Community/Non-profit groups and Private/Commercial/For-profit groups

Fee Structure:

Fees are determined by the Board when setting their annual Fee Schedule policy.

1. Fees are assessed per session of use.
2. One session equals up to four hours of use or approximately morning, afternoon, or evening.
3. Any portion of a session used shall be charged the full session rate.
4. Renters should include set-up and clean-up time when booking their rental time.

Regulations:

1. Any use of the Program Room shall be subject to all applicable laws and by-laws.
2. The Library Code of Conduct must be adhered to at all times.
3. Permission to use the Program Room does not signify that the Deep River Library Board endorses the policies or beliefs of those using the Room.
4. All organizations must clearly specify their own name in advertisements of meetings or displays held in the Library.
5. Renters will not canvas, sell, promote or distribute unsolicited materials outside of the Program Room.
6. Renting library space for partisan events, election or campaign activities is not permitted.
7. Uses that disturb regular library functions may not be scheduled.
8. Library staff must have free access to facilities at all times and may audit an event to ensure compliance with Library policies and the terms of the use agreement.
9. The person responsible for renting the Room must be at least 18 years of age. Activities involving young persons must be supervised at all times by a responsible adult.
10. The Program Room space cannot be sublet to other groups or individuals.
11. Groups using the Program Room are responsible for any damages incurred and shall be required to indemnify the Deep River Public Library against any and all claims of every nature and kind, the costs of which may arise out of or by reason of granting this application.
 - a. The Deep River Public Library CEO reserves the right to require comprehensive general liability insurance coverage, at the contract holder's expense, for any event held at the Deep River Public Library.
 - b. The Deep River Public Library recommends that all renters / event organizers understand their exposure to risk / liability associated with their event and consider comprehensive general liability coverage for their meeting room rental.
12. The Library accepts no responsibility for lost or stolen articles.
13. All set-up and clean-up are the responsibility of the groups using the Program Room. The room is to be left in the condition in which it was found, otherwise clean-up costs will be invoiced to the organization concerned.
14. When meetings operate outside of Library hours, renters must arrange for a key and shall ensure that:
 - a. Fire safety requirements are followed;
 - b. The lights are turned off, windows closed, and all doors are left securely locked;
 - c. Activation of the Library's security system is completed.
 - d. All events must conclude by 11:00pm.
15. Kitchen facilities are available in the Program Room but are restricted to the serving of light refreshments such as coffee, juice, etc. Any requests for more extensive catering must be cleared in advance by the Library staff.
16. Smoking or vaping is not permitted in any part of the building.
17. No alcoholic beverages may be dispensed or consumed on Library property except by special permission from the Library and the Liquor License Board of Ontario.

18. Audio-visual equipment is available from the Library and is included in the cost of the room rental. Audiovisual equipment must be reserved in advance through Library staff.
19. Maximum number of persons allowed in the Program Room is 120.
20. The Library reserves the right to refuse or cancel any booking.
21. Cancellations within 48 hours prior to the booking will be charged a fee.

Rental Procedure:

1. Bookings for the Program Room shall be requested in writing and/or via email. No oral or phone request for use of the program room shall be accepted.
2. Booking shall be accepted based on the aforementioned priority list, on a first-come, first –served basis.
3. Payment shall accompany the booking.

References:

1. [Canadian Charter of Rights and Freedoms](#)
2. Canadian Federation of Library Associations Intellectual Freedom Committee’s [“Intellectual Freedom Toolkit for Canadian Libraries”](#), *December 2022*.
3. Canadian Federation of Library Associations’ [Position on Third Party Use of Publicly Funded Library Meetings Rooms and Facilities](#), *March 2019*.
4. Canadian Federation of Library Associations’ [Position on Protest and Disagreement related to Collections, Programs and Speakers in Libraries](#).
5. American Library Association’s Guidelines: [“Responding to and Preparing for Controversial Programs and Speakers Q&A”](#), *June 2018*.
6. [Ontario Library Association Statement on Intellectual Freedom and the Intellectual Rights of the Individual](#), *January 2020*.
7. Program Room Policies of: Vancouver Public Library, Edmonton Public Library, Toronto Public Library, Kingston Frontenac Public Library, Blue Mountains Library, King Township, Carleton Place Public Library, Pembroke Public Library, Petawawa Public Library, and Belleville Public Library.