



Room Rental and Art Display Policy

Created: September 2022

Purpose

The Lincoln Pelham Public Library is committed to offering meeting space for public use and art display space for local artists. This purpose of this policy is to outline the regulations set up for renting the meeting rooms, and the conditions established for artists to exhibit their work in the Library.

Policy Statement

The meeting room facilities of the Lincoln Pelham Public Library are available for rent by individuals and groups when not being used for Library purposes. The facilities include a study room in the Fleming Branch and meeting rooms at the Moses F. Rittenhouse Branch, the Fonthill Branch, and the Maple Acre Branch.

A User Agreement shall be completed as part of the room booking process.

CONDITIONS OF USE

1. Room Rental

1.1 The Contracting Party agrees that:

- a. Library staff have access to the Premises at all times during the Contract Party's use and may attend any meeting, course, or event being conducted by the Contracting Party on the Premises;
- b. the Contracting Party's event will not promote, or have the effect of promoting, discrimination, contempt or hatred for any group or person on the basis of race, ethnic origin, place of origin, citizenship, colour, ancestry, language, creed (religion), age, sex, gender identity, gender expression, marital status, family status, sexual orientation, disability, political affiliation, membership in a union or staff association, receipt of public assistance, level of literacy or any other similar factor. Intellectual Freedom: Lincoln Pelham Public Library endorses the

Canadian Federation of Library Association's Statement on Intellectual Freedom and Libraries dated April 12, 2019.

c. no games of chance, including bingo and lotteries, may be conducted on the Premises unless authorized by the Library Board in advance;

d. no charitable fundraising is permitted on the Premises unless authorized by the Library Board in advance;

e. no goods may be sold on the Premises unless authorized by the Library in advance;

f. the Library must provide prior written approval of any publicity or marketing materials;

g. the Contracting Party is solely responsible for any marketing or promotion of their use of the Premises.

1.2. Permission to use these facilities does not imply any endorsement of the aims, policies or activities of any group or individual

1.3. All persons attending events in the meeting rooms must comply with the Library's policy on appropriate customer conduct.

1.4. Furniture may be used by the groups booking the facilities, and requirements must be Indicated at the time of booking.

1.5. Applicants are responsible for setting up the chairs, tables and equipment required before their event and clearing them away after their event. All applicants shall leave the room in the same condition in which it was found. The room must be cleared immediately after the booking.

1.6. No applicant will store any materials in the room between bookings.

1.7. The Board may at any time whatsoever, and regardless of whether a fee has been paid, refuse or withdraw the use of the room and facilities if, in the opinion of the Board, the activities for which the room is booked are not in the best interest of the Board or the community. The decision of the Board shall be final regarding the use of its facilities.

1.8. Federal, Provincial and Municipal laws, by-laws and fire regulations shall be observed at all times.

1.9 Fees and cleanup deposits shall be outlined in the Fee Schedule for Lincoln Pelham Public Library and will be specific for the library location and the type of room being rented.

1.10 Any additional requirements such as proof of insurance and the purchase of a Special Events license shall follow the policy's outlined by the Municipality for which the library location resides.

1.11 Rooms rented outside of regular library operating hours will be permitted at library locations in the following circumstances:

- a. Where youths 18 years of age and under are involved supervision by at least two adults must be present
- b. Agreement to follow documented key and alarm procedures outlined in the After Hours rental conditions (Appendix A)

2. Art Displays at the Library

2.1 Content of Exhibits

- a. Work of interest to the local community
- b. The Library reserves the right to refuse space for inappropriate exhibits or works of art.

B. Insurance

The Library does not accept responsibility for security, loss or damage.

C. Sales

Artists will be asked to contribute 15% of the net amount received for the sale of any creative work(s) while on display on library premises. For each contribution over \$20, the Library Board will issue a charitable donation receipt.

Related Documents

- Lincoln Pelham Public Library Intellectual Freedom Policy.

Appendix A – After Hours Room Rental Conditions

By renting the meeting space after normal business hours, the renter agrees to abide by the following conditions and procedures:

- The renting organization is responsible to arrange for pick-up of a key and alarm setting procedures in advance of their meeting date during regular library hours.
- The renting organization will ensure adequate supervision is in place for their function.
- The renting organization will restrict access to designated meeting room space and washroom facilities.
- Upon leaving the facility and properly setting the alarm, the renting organization will ensure exterior doors are locked and return the key into the library drop box.
- The Library reserves the right to invoice the renting organization for any false alarm charges resulting from not properly following alarm procedures.