

**TEMISKAMING SHORES PUBLIC LIBRARY  
POLICY**

**SUBJECT: Community Use of Meeting Rooms**  
**AMENDMENT DATE: May 18, 2022**  
**NEXT REVIEW DATE: 2<sup>nd</sup> quarter 2026**

**POLICY NO: Facilities-2**  
**MOTION NO: 2020-38**

---

Meeting areas in the library bring together the resources of the library and the activities of the community for educational, cultural, civic, recreational and charitable purposes. The library provides a forum for the expression of diverse ideas and opinions, however use of the meeting areas shall not be interpreted to constitute endorsement by the Temiskaming Shores Public Library Board of the policies and beliefs of groups or individuals.

Temiskaming Shores Public Library meeting and study rooms are available for the general public when not being used for Library purposes. The terms and conditions of use outlined below have been developed to ensure consistent and fair use of the spaces. All rentals are subject to the terms defined by this policy.

Meeting rooms designated for community space rental are made available to individuals and groups whose primary purpose is the promotion of cultural, educational and community activities, or for the conducting of meetings. Other types of use may be permissible, at the discretion of the Library CEO.

1. The Temiskaming Shores Public Library Board:
  - a. will not knowingly permit any individual or group to use its facilities in contravention of any federal, provincial or municipal legislation.
  - b. reserves the right to accept or refuse a reservation, or to cancel any booking at its discretion
2. The Chief Executive Officer (CEO) authorizes the use of the areas.

**Bookings**

1. Room bookings are available up to four (4) months in advance. The user will complete and sign the Temiskaming Shores Public Library Room Rental Agreement Form acknowledging acceptance of the terms and conditions of this policy.
2. The rooms are available for rentals during regular business hours, excluding closed days and holidays. Bookings should allow sufficient time for set-up and take-down by the users. Please conclude your activity at least 15 minutes prior to closing time.
3. The library requires proof of liability insurance for organizations booking the Programming Room. If a group or organization is unable to do so, please contact the library to discuss options.

## Facilities-2

4. The Temiskaming Shores Public Library has the sole authority to approve or amend requests to book rooms. The Library also reserves the right to refuse reservations, limit frequency of use and cancel bookings. Use may be denied to individuals or groups intending to establish the Library as a permanent location for their activities, including establishing offices in Library meeting rooms.
5. If an organization, group or individual wishes to book the study room for small meetings or the programming room more frequently than once a month for more than two consecutive months, the booking may be subject to review by the Library Board.

## Conditions of Use

1. Individuals must be 18 years or older to book the Programming Room.
2. Permission to use the facility does not imply any endorsement of the aims, policies or activities of any group or individual. Promotional material must not imply or suggest that the Library is endorsing the program and cannot display the library logo. The Library should appear only as the location of the meeting, and the organization must clearly indicate their names and provide contact information.
3. All meetings must be conducted in accordance with all Temiskaming Shores Public Library policies, including the Patron Code of Conduct. Programs and content must not contravene the Criminal Code of Canada or Human Rights legislation.
4. Organizations, groups and individuals must follow all public health guidelines at all times within the library and meeting rooms.
5. No games of chance, including bingo and lotteries, are permitted.
6. Charitable fundraising is not permitted on Library property unless authorized by the Library CEO.
7. Library personnel must have access to facilities at all times and may attend any event, meeting or course held on Library premises for the purpose of auditing or reviewing compliance with Board policies.
8. Birthday parties, receptions, weddings, family gatherings and similar social events are not permitted.
9. Sales of goods are not permitted unless authorized by the Library CEO except for books sold at author readings or book signings.
10. No smoking or vaping as per municipal bylaws and no lighting of candles or burning of any other materials is permitted in the Library or its meeting rooms.

## Facilities-2

11. Only light refreshments or luncheons may be served. Drinks with secure lids are permitted. Alcoholic beverages are not permitted on the Library premises, unless special permission is granted by the Library Board and the appropriate permits and permissions are given by the Alcohol and Gaming Commission of Ontario.
12. The user is responsible for leaving the room in the same condition it was in upon rental and will be billed for any cleaning, repair and/or replacement of any damaged property in the room or on the premises.
13. All proposed changes to the existing seating arrangement are to be approved by the Library.
14. The Programming Room is equipped with a Smart TV. Additional equipment such as a multimedia projector with HDMI, screen, laptop, flipchart, and speakers may be available upon request. Videoconferencing equipment may also be provided.

## Fees

1. The fees for the use of rooms are established in Schedule A and are due at the time of the booking.
2. Room rental fees are waived only for:
  - a. Library programs, partnerships and co-sponsored programs
  - b. Library related groups (such as the Temiskaming Shores Public Library Board, Ontario Library Services agencies, Northern Lights Library Network and other such groups)
  - c. Final decisions to waive room rental fees rest with the CEO, or his/her designate.

## Payment options

1. Cash, cheque, or money order on site are accepted.

## Cancellations

1. A minimum 24 hour notice is required for all cancellations. Otherwise, the group/individual may be charged the entire rental fee.

## Parking

1. Free parking is available in the Library's parking lot.

## Study Room

1. A study room, which is equipped with wifi and outlets, a computer and a microfilm reader, can be booked free of charge for 4 hour blocks and is primarily intended for individual and group study and research. The room may also be used for small meetings. Tutors/proctors may book the room, but may

## Facilities-2

not post, publish or distribute advertisements or letters indicating the library as their place of business or otherwise imply library sponsorship for their activities.

2. The study room will be held for 30 minutes only. Please cancel reservations if you cannot come. Time may be extended, as long as the room remains available.

### Digital Creator Space

1. The Digital Creator Space can be booked free of charge for educational purposes, provided that participants are not charged a fee to attend.
2. The Digital Creator Space is equipped with a green screen, computers, and 3D printers. All Temiskaming Shores Public Library policies including the 3D Printing Policy and Patron Code of Conduct must be followed when using the space.

### Relevant policies

TSPL-FACILITIES-6 Patron Code of Conduct  
TSPL-FACILITIES-9 3D Printing policy  
TSPL-FACILITIES-12 Creator Space Facility Use  
TSPL-FACILITIES-3 Community Information  
TSPL-FACILITIES-11 The Library and Political Elections

### Schedule A – Meeting Room Fees

Programming Room (Multi-purpose room)  
Max. seating capacity: 40  
Max. standing capacity: 50  
\$30.00 – ½ day (up to 4 hours)  
\$60.00 – full day (any time beyond a ½ day)

Study Room (Wifi and one computer)  
Max. seating capacity: 6  
FREE

Digital Creator Space (Wifi and outlets)  
Max. seating capacity: 6  
Max. standing capacity: 12  
FREE

(May 18, 2022)