

CHATHAM-KENT PUBLIC LIBRARY

Policy: FACILITIES USE

General Facilities Use

In order to make our libraries welcoming, comfortable and accessible for all, the following guidelines apply:

1. All Chatham-Kent Public Library buildings are smoke free. The illegal use of alcohol and narcotics is also not permitted on Library property. Alcohol may be served in exceptional cases, with prior approval and all necessary permits.
2. No Library property may be misused, mutilated, damaged or defaced.
3. Use of the Library's search, copy, print, and other information machines, as well as its public telephones is subject to reasonable limitation, at the discretion of Library staff if others are waiting.
4. Parents or guardians must supervise their children. Children may not be left unattended on Library premises. The Library takes no responsibility for children left unattended and the police may be called if no parent or guardian can be found or contacted.
5. Boisterous behaviour, such as shouting or loud talking and the use of radios, cassette players, or other electronic devices without earphones, is not permitted.
6. Since the Libraries are not intended to serve as public shelters or lounges, sleeping, lingering aimlessly, and misuse of the rest rooms cannot be allowed.
7. Interference with or harassment or intimidation of other users, the Library staff, or Library volunteers represents unacceptable behaviour. This includes all unwanted or abusive attention by word, act, look, or gesture.
8. Shirts and shoes must be worn at all times.
9. Pets are not permitted with the exception of guide dogs or service dogs.
10. Parking spaces designated for use by physically disabled users of the Libraries must be respected. All unauthorized vehicles in the Central Library parking lot will be tagged/towed at the owner's expense under authority of Municipal by-laws.
11. The use of skateboards, scooters, or rollerblades is not permitted on Library property.
12. Only authorized entrances and exits may be used. Members of the public are not allowed in staff areas without permission.

Failure to respect these guidelines or any reasonable request from staff may result in a request to leave the Library premises. Continued noncompliance may result in actions ranging from suspension of Library privileges to prohibiting access to Library premises, and/or contacting appropriate authorities.

Community Use of Library Meeting Rooms

The primary purpose of the Chatham-Kent Public Library's meeting rooms is for Library and Library-related programs and meetings.

Subject to the Library's needs, meeting rooms may be rented to community organizations, educational groups, or businesses when available, in accordance with fees established and revised from time to time by the Library Board. Non-profit groups will benefit from a reduced rate.

The availability of meeting rooms for purposes other than Library use is on a first-come, first-served basis. The Library may deny applications for use based on space requirements, frequency of usage, or competing requests for space. Room bookings will not be considered complete until a signed rental contract has been submitted.

Use of meeting rooms by any group or organization does not constitute an endorsement by the Library Board of that group's policies or beliefs. The Library will not knowingly permit any individual or group to use its facilities in contravention of the Criminal Code of Canada. The Library reserves the right to attend any meetings in its facilities.

No smoking is allowed. Food and beverages may be served, as long as reasonable care is taken.

The following uses are not permitted:

- Private social events
- Business activities, such as sales promotions
- Programs which are not suitable for the Library's physical facilities
- Use by agencies or organizations seeking to limit attendance on the basis of colour, religion, sex, age, mental or physical disability as defined by the Ontario Human Rights Code R.S.O. 1990, c. H-19.

Organizations or individuals renting the meeting rooms assume all responsibility for any damages to the meeting rooms or other property of the Library Board caused by, or resulting from, their use of the facility. Rooms shall be left in a neat and orderly condition with all litter and rubbish disposed of in the receptacles provided.

Accounts must be settled promptly. The Library will not accept new bookings and will cancel existing room bookings for groups that have outstanding invoices for rentals or damages. It should be noted that the Library accepts room bookings from individuals acting on behalf of organizations, but the Library accepts no responsibility if that individual does not have the authority to do so. The invoice is sent to the organization in all such cases.

Failure to follow this policy may result in the withdrawal of room booking privileges.

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