

# Library Space Booking Policy

<b>Policy Number:</b>	<b>OP-002</b>
<b>Policy Category:</b>	Operations
<b>Approved by:</b>	OPL Board
<b>Accountability:</b>	CEO or Designate
<b>Approval Date:</b>	
<b>Effective date:</b>	
<b>Next Review Date:</b>	2027
<b>Supersedes:</b>	Library Space Booking Policy effective December 9, 2022

## PURPOSE STATEMENT:

The Oakville Public Library has spaces that are used in ways consistent with OPL’s mission, values and strategic priorities. This includes, but is not limited to, conducting library business such as programs, events or meetings. When not required for library use, select spaces are available for booking by individuals, groups and organizations.

The purpose of this policy is to ensure equitable access to services, to maintain a welcoming, safe and supportive environment, and to outline the conditions of use and the fees where applicable. The decision to offer complimentary or paid access to designated spaces to individuals and organizations is guided by several policies, most notably the [Inclusion](#) and [Intellectual Freedom](#) Policies. Permission to use these spaces does not imply any endorsement of the aims, policies or activities of any group or individual.

## SCOPE:

This policy applies to individuals, groups or organizations that book rooms or space from Oakville Public Library. The term “client” refers to the organization, group or individual that has booked one of the Oakville Public Library’s select spaces.

All space bookings are subject to meeting the requirements laid out in this policy and the [Room and Space Rental Terms of Use](#).

## POLICY STATEMENT:

### ***Use and fee structure:***

#### Rental Spaces

When not required for library business, designated spaces may be rented by individuals, non-profit community groups and organizations and commercial entities as per the [fee schedule](#) outlining the regular and non-profit rates.

### **Complimentary Work and Study Spaces:**

When not required for library business, designated work and study spaces may be reserved for collaborative or individual work or study. These complimentary spaces are available for use at no charge and reservations will be made on a first come, first served basis. Reservations may be made for the same day, or in advance where applicable.

Interested parties can contact their local branch or visit OPL.ca to view spaces available for rental or booking.

### **Conditions of use:**

- The library grants to the client the non-assignable right to use the space and any supplied equipment solely for the purposes of, and on the dates and times stated, the booking. Topics of discussion and the names of speakers including their affiliation must be disclosed at the time of booking.
- In using the space and the supplied equipment, the client and all persons admitted in the space during the client's use will comply with all applicable federal, provincial and municipal laws, by-laws, policies and regulations including the library's [Customer Code of Conduct](#) and the [Room and Space Rental Terms of Use](#).
- Library staff reserves the right to access the space at all times and may attend any event being conducted by the client in the space for the purpose of auditing or reviewing compliance with library policies.
- Preparation and distribution of all publicity or marketing materials regarding any event to be held in the space are the sole responsibility of the client. Unless approved in advance by the library in writing, the use of the library logo or any mark identified as library-related on such materials is not permitted. Any advertisement, publicity or media of any kind must not imply endorsement by the library of the content of the program or event in any way. **The use of the library name should be limited only to the location address for the event.**
- Retail sales of any goods and/or services by commercial organizations or individuals are not permitted unless approved in advance by the CEO or designate.
- No games of chance, including lotteries, are permitted.

### **Denial of use:**

The library reserves the right to interrupt, deny or cancel a booking as may be determined by the following:

- The client does not comply with all applicable federal, provincial and municipal laws, by-laws, policies and regulations including the library's [Customer Code of Conduct](#) and [Room and Space Rental Terms of Use](#).
- The activities conducted pose a risk to the health and safety of the public or staff.

- There is a likelihood that the premises or the equipment will be misused and/or damaged.
- It is deemed that the client misrepresented anything for the purposes of the booking.
- The activity conducted in the space duplicates or is in conflict with library **services**, programs or event offerings.
- The Library becomes aware that the space is intended to be a regular location for the client's activities or that the client is listing the Library's address as its business address.
- Past misuse of the space.

If the library interrupts, denies or cancels a booking for any of the reasons listed above, it is under no obligation to provide a refund or to allow the client the use of the space or any other library facilities or property in the future. The client waives the right to any damages or compensation of any kind should its use of the space be so interrupted, denied or cancelled.

***Appeal:***

Applicants who are denied permission to use these facilities may, upon written request, have the decision reviewed by the CEO, whose decision shall be final.

***Definitions:***

**Room / Space:** any Oakville Public Library room / space at any location that has been booked for / by the client and is specified in the booking.

**Client:** the organization, group or the individual that has entered into a contract to book any of the Oakville Public Library spaces.