
Edwardsburgh Cardinal Public Library

Policy Type: **Operational**

Policy Number: **OP - 08**

Policy Title: **Use of Space**

Policy Approval Date: Oct. 27, 2015

Policy Review Date: 2020

The Edwardsburgh Cardinal Public Library (ECPL) comprises of two building, the Cardinal and Spencerville Branches [hereafter known as the space(s)]. These spaces reside in buildings owned by the Township of Edwardsburgh Cardinal (hereafter referred to as the Township), but are given free of charge to the library for their purposes. The spaces are intended for library use and as such are not available for public rental; however, they may be used outside of library open hours for programs affiliated with the library. In regards to groups or organizations wishing to run an event or program in affiliation with the library and thus use one or more of its spaces:

1. The Edwardsburgh Cardinal Public Library Board will not knowingly permit any individual or group to use its facilities in contravention of the Criminal Code of Canada. Federal, provincial and municipal legislation and regulations must be observed at all times.
2. The Chief Executive Office (CEO) authorizes the use of the space(s), any organization wishing to run a program or event in a library space must apply to the CEO.
3. The CEO is responsible for maintaining the schedule of building use and communicating this schedule to the Township.
4. Space use will be guided by the following:
 - a) library open hours to the public have first priority. The CEO reserves the right to decide if other organizations may run affiliated programs during library open hours.
 - b) library programs and services, meetings, and events have priority for scheduling. Following this, the library will allow applicants who desire use of the space for programs or events relating to literacy, education or culture to use the space as affiliate programs
 - c) a library employee and/ or volunteer must be present at every event/ program.
5. Space use will be guided by the following:
 - a) access to the space will be prearranged with the CEO
 - b) set up, take down and clean-up will be the responsibility of the applicant
 - c) use of materials or decorations on the walls requires prior approval
 - d) non-alcoholic refreshments and food may be served in the space
 - e) the maximum occupancy of the space shall be obeyed
 - f) all users will agree to hold the library and Township harmless for any loss, damage, liability, costs, and /or expenses that may arise during, or to be caused in any way by such use of the library space.