



Policy Type: **Operational**

Policy Number: **OP – 23**

Policy Title: **Room & Space Usage**

Policy Approval Date: May 17, 2023

Policy Review Date:

PURPOSE

The purpose of this policy is to set out the conditions for use of rooms and spaces at all Milton Public Library (MPL) branches, which are made available to the public for free.

Designated areas of each branch location require prior booking with a valid Library Card, when not being used for Library purposes. This includes, but is not limited to, program and group study rooms.

SCOPE

Milton Public Library provides free and equitable access to services which meet the ever-changing needs of all Miltonians. The Library is committed to providing physically safe and respectful public rooms and spaces, minimizing disruption of Library services, and maintaining the security of Library property.

Community use of bookable rooms and spaces will be permitted when the facilities are not required for the service or administrative functions of the library. Priority for the use of these rooms and spaces is as follows:

1. Library programs, meeting, and training
2. Co-sponsored or partner programs
3. Other Library purposes

MPL rooms and spaces are not available for use by commercial and/or for-profit entities. Using MPL rooms and spaces requires users to act in accordance with the *Public Code of Conduct* established by the Library Board. Rooms and spaces shall be left in the same condition as found, to the satisfaction of the Library staff. Children 12 years of age or under are not permitted to reserve a room or space.

Children up to and including the age of 10 must have a parent, guardian, or caregiver in the immediate vicinity of, and in visual contact with, the child. An exception would be children attending a library program. The parent, guardian, or caregiver is expected to remain in the library building and immediately join the child at the end of the program. The responsibility for the safety and behavior of children in the library rests with the parent, guardian, or caregiver and not with the library staff.

If a child in this age group is found unattended, library staff will attempt to locate the parent, guardian, or caregiver in the library and inform him/her of the policy. All children should have the telephone number of someone who can assist them in an emergency. If the parent, guardian, or caregiver cannot be found, or if the child is found unattended again, the police will be called for assistance. Library staff are obligated by the *Ontario Child and Family Services Act* to call the Police or the Halton Children's Aid Society if a child is in need of protection.

The Library guarantees the right of free expression by making available its rooms to all individuals, groups and organizations regardless of the beliefs or affiliations of the individuals or groups requesting their use. These beliefs do not necessarily reflect the opinion of the Milton Public Library Board. The use of Library spaces must not contravene Canadian laws, including the Criminal Code and the Ontario Human Rights Code. MPL will not tolerate the engagement of any activity that violates federal, provincial, local or other applicable laws or Library Policies. Any behaviour that does not support our welcoming and inclusive environment and /or violates our rules of conduct may result in cost-recovery charges, suspension of Library privileges, exclusion from the library in accordance with the Trespass to Property Act (RSO 1990) and/or prosecution.

Users of MPL rooms and spaces may post advertising to invite the community to seminars, events or discussions on controversial or political topics but cannot be used as a means of directly delivering such content as per the Library's policy on *Community Notices*. In any advertising or promotional material, only the proper name of the Library shall be used, and any such material shall refer to the place of meeting as Milton Public Library, name of branch, and shall designate its proper municipal address. No use of the Library's logo is permitted without explicit consent of the Library. Advertising will not imply endorsement by the Library of the content of the meeting or event.

Related Documents:

Milton Public Library. ***OP - 12 Public Code of Conduct***

Milton Public Library. ***OP - 13 Community Notices***

Ontario's Child and Family Services Act. R.S.O. 1990, CHAPTER C.11, s.72 (1).