

Policy Type: **Operational**

Policy Number: **O-5**

Policy Title: **Facilities Use Policy**

Policy Approved: November 2024

Effective: January 2025 - December 2027

1. PURPOSE

1.1 The Windsor Public Library Facilities Use Policy is intended to provide a framework for the provision of safe, clean and accessible public library facilities.

1.2 Library customers expect and deserve a welcoming environment in which to use library resources, services and facilities. The Windsor Public Library welcomes the use of public areas and meeting rooms in its facilities.

2. SCOPE

2.1 The Windsor Public Library Board within the meaning of the *Public Libraries Act* as amended, provides governance and management of public library services in Windsor, and is supported by the Windsor Public Library / City of Windsor Service Agreement (2015), as amended March 21, 2017.

2.2 The Windsor Public Library Board allows for the use of buildings by individuals, groups, organizations, and businesses whose conduct supports the *Canadian Criminal Code*, *Canadian Charter of Rights and Freedoms*, and the *Ontario Human Rights Code*. In addition, the Windsor Public Library Board endorses the City of Windsor *Municipal Smoking Bylaw* and the *Bicycle Parking on Public Property Policy*.

2.3 The Facilities Use Policy reflects the Windsor Public Library Mission, Vision, Values, Customer Service Pledge and Customer Code of Conduct Policy:

Windsor Public Library Customer Service Pledge “A community gathering place that welcomes everyone.”

2.4 This policy applies to all Windsor Public Library locations, to all customers, employees, volunteers and agents.

3. DEFINITIONS

Customer - anyone who is on the library premises, who may or may not have a library card.

Library - includes any building or mobile unit from which the Windsor Public Library provides library resources and / or services.

Resident - anyone who resides within the City of Windsor, or owns real property within the City of Windsor.

4. GUIDELINES

4.1 The Windsor Public Library Board strives to maintain safe and clean library facilities plus protect and preserve the property under its control.

4.2 The Windsor Public Library is proactive in maintaining sanitary and pest free facilities.

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4.3 The Windsor Public Library is a smoke and alcohol free environment. The use of illegal drugs or other intoxicating substances will not be tolerated.

4.4 Library Facility Use

4.4.1 Windsor residents shall have free access during open hours to the public areas of the Windsor Public Library.

4.4.2 All persons using Windsor Public Library facilities shall conduct themselves so as not to disturb other persons in the Library or cause damage to library property.

4.4.3 Customers are expected to observe all Public Health Unit directives and / or City of Windsor by-laws.

4.4.4 Except with the permission of the CEO or designate, no person will:

- a) Bring into the Library a wheeled vehicle, other than a wheelchair, mobility scooter, baby carriage or stroller;
- b) Access the Library before or after hours of operation.

4.4.5 If a library employee or agent suspects that library property has not been properly checked out, customers shall allow upon request, an employee or agent to inspect their belongings.

4.4.6 Where facility design allows, vehicle parking and bicycle racks will be accessible and designated for use by library customers and employees.

4.5 Meeting Rooms

4.5.1 Meeting rooms may be rented for the purpose of promoting the informational, cultural, learning and recreational interests of the community in the form of meetings, seminars, workshops and social events.

4.5.2 Renting of library meeting rooms does not constitute an endorsement of the group's policies or activities. The Windsor Public Library will not knowingly permit any individual or groups to use its facilities in contravention of the [Canadian Criminal Code](#).

4.5.3 Groups using the facilities may not limit attendance on the basis of race, colour, religion, gender, age, sexual orientation, mental or physical disability. The Windsor Public Library reserves the right to attend any meeting held in its facilities.

4.5.4 At the discretion of the CEO or designate, room rental fees may be waived for:

- a) Meetings convened by the Windsor Public Library Board;
- b) Library Associates or Ontario Ministry responsible for public library service;
- c) Library co-sponsored programs that are free to the public.
- d) Meetings convened by the Corporation of the City of Windsor.

4.5.5 Library programs shall have priority in the use of meeting rooms.

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- 4.5.6 Organizations must use their own name when advertising meetings held in library facilities, making it clear that the Windsor Public Library is not the sponsor of the event.
- 4.5.7 Rental fees must be paid at the time of booking. There will be no refunds for cancellations of less than seventy-two (72) hours' notice.
- 4.5.8 Organizations or individuals who use library facilities and / or equipment are responsible for any damages incurred by such use. They will be required to indemnify the Windsor Public Library Board against the costs of any and all claims which may arise out of, or by reason of, granting the use of those facilities.
- 4.5.9 The Windsor Public Library reserves the right to refuse or cancel a meeting room rental. Use will be denied:
 - a) For a purpose, that in the Library's opinion is contrary to the law or any Windsor Public Library policies.
 - b) When there is deemed to be a likelihood of physical hazard to participants or a misuse of premises or equipment. Past misuse or non-payment of fees is sufficient grounds for denial.
 - c) To clubs, groups and organizations intending to establish the Windsor Public Library as a permanent location for their activities.
 - d) Where the primary purpose of the event is: a religious service, or for political campaigning.
- 4.5.10 The individual booking Windsor Public Library space must sign an agreement stating they have read the Windsor Public Library Facilities Policy and agree to its terms.

4.6 Displays and Exhibits

- 4.6.1 The Windsor Public Library provides access to intellectual, cultural, educational and recreational activities by providing free community display space.
- 4.6.2 Display and exhibit space may be available to individuals, schools and community organizations to display their art, handicrafts or projects.
- 4.6.3 The Windsor Public Library may provide space for displays and exhibits that are:
 - a) Appropriate to the Library environment;
 - b) Responsive to the diverse interests of the community;
 - c) Not in contravention of federal or provincial laws and regulations, or municipal by-laws.
- 4.6.4 The individual or organization booking the space is responsible for setting up and dismantling their own display or exhibit.
- 4.6.5 The presence of any display or exhibit does not imply any endorsement by the Windsor Public Library Board. Acceptance or refusal of a specific exhibit is at the discretion of the CEO or designate.

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4.6.6 The Windsor Public Library Board accepts no responsibility or liability for the safekeeping of any displays or exhibits.

4.7 Public Notice Boards

4.7.1 Windsor Public Library provides access to free public notice boards for the promotion of not-for-profit events within the community.

4.7.2 No notices of a personal, commercial, political or religious nature will be posted; however, notices promoting free services by organizations acting on behalf of the government will be posted.

4.7.3 All notices must be approved by a Library Manager or designate before posting.

4.7.4 Windsor Public Library has the right to decline or not post any poster or notice.