



wasaga beach public library

Policy Name	USE OF LIBRARY SPACE		
Section	Operations	Effective Date	April 27, 2026
Policy Number	OP-05	Reviewed Date	April 27, 2026
Motion Number	29-26	Next Review Date	Q2 2030

Purpose

Library spaces, including meeting rooms, tables and seating areas accommodate library sponsored programs and events, and allow the public to book meetings, work or study space.

The gallery space, display cabinets and information boards provide space for the library, community members and organizations to display art, collections and information.

Once the operational needs of the library are met, individuals and/or groups may reserve available library spaces based on the terms of this policy and operational procedures.

Scope

This policy applies to users of all public library spaces.

Definitions

Meeting space is a part of a library building that can be used by members of the public to hold meetings, study, or work in private setting.

Gallery spaces are those that can be utilized for the display of art or special collections.

Community information spaces are areas set aside for the display of community events, services or other newsworthy information on assigned bulletin boards or poster frames.

A **charitable organization** is a group that is registered with the Canada Revenue Agency as a charity, and which has a valid Charitable Registration Number.

A **non-profit group** is a group whose primary function is participation in a specified recreational, cultural, community service or leisure interest. The group's primary function is service to the community at large through support of a shared interest and which must be managed by a voluntary executive and/or board. The Library reserves the right to ask for proof of not-for-profit status.

Policy

Public Use of Spaces

- The Library's public space is for the use and enjoyment of all members of the public. The Library will ensure that its policies and procedures are consistent with

the *Canadian Charter of Rights and Freedoms* and with other applicable legislation including the *Ontario Human Rights Code*.

- The Library will not knowingly permit any individual or group to use its facilities in contravention of the Criminal Code of Canada, the Charter, Human Rights Code or any other legislation.
- The Library recognizes that individuals and groups may disagree with ideas and views expressed within library spaces. However, in keeping with its value of intellectual freedom, the Library will not restrict freedom of expression beyond the limits prescribed by Canadian law.
- The use of library space by a group or organization does not constitute the Library Board's endorsement of the group's policies or beliefs.
- Use of the library facilities for purposes that duplicate library offerings need to be authorized by the CEO or designate.
- Where an outside group is using library space, promotional and other materials should not imply Library sponsorship of the event unless it is agreed in advance.
- The Library's name and/or logo cannot be used without prior approval from the CEO or designate.
- All Library Policies, including the Code of Conduct, apply to all Library spaces.

Priority for use of designated spaces will be as follows:

- a) Library programs, meetings, events and activities.
- b) Library-related groups and official partners
- c) Town of Wasaga Beach departments, agencies, boards, and actively in-service Councillors
- d) Election-related education and events and comply with the Library's Political Elections Policy
- e) Charitable and non-profit community groups and organizations
- f) Others, including businesses

Exceptions to the prioritization schema may be made at the discretion of the library in an effort to support the activities and inclusion of equity seeking groups in our community.

Library

Meeting Space Rentals

The Library aims to provide equitable access to meeting spaces for individuals and groups from all sectors of the community when these meeting spaces are not needed to support library operations.



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Terms

- Meeting spaces for rent are available to reserve on a first come, first-served basis, in advance of the use date. Fees may apply.
- A signed Rental Agreement and payment must be received prior to the booking date and time.
- The renter that signs the Rental Agreement, must be eighteen years of age and is responsible for the conduct and supervision of all persons admitted to the meeting space.
- Meeting spaces are available during the Library's operating hours.
- It is the renter's responsibility to ensure that their group has left the space prior to library closing, or additional fees may apply.
- The Library may deny or cancel a meeting room rental when the library reasonably believes that the proposed use is likely to or will include activities that violate laws, this policy, and/or the Library's Code of Conduct. If the Library discovers that any prohibited activity is occurring after the event has commenced, the CEO or designate may terminate the event.
- Meetings which disturb regular library functions will not be scheduled.
- To ensure meetings do not violate Library policies, the library reserves the right to observe in person any meeting or event held in its facilities.
- The Library will not be held responsible for personal injury or damage, nor for the theft or loss of personal belongings or equipment of the renter or anyone attending on the invitation of the renter.
- Proof of insurance may be required at the time of booking.
- All renters must comply with fire, and health and safety regulations.
- Set up, take down, and clean-up is the responsibility of the renter.
- Renters are not permitted to charge an admission fee or solicit funds on library property. Any engagement in direct sales, the promotion of specific brand/product/service, or fundraising such as selling tickets, raffles, or donation boxes must be pre-approved by the Library CEO or designate.
- Smoking, vaping, marijuana products and alcoholic beverages are not permitted.
- The maximum occupancy of the meeting space must be adhered to.

Audio Visual Equipment

- Audio/visual equipment requirements and assistance must be requested at the time of booking.
- The library is not responsible for providing additional audio/visual equipment beyond the booked room's capabilities.



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- Library staff will provide minimal assistance with equipment set-up. Assistance will occur during the scheduled room booking. If more time is needed, this must be scheduled at the time of booking.

Gallery Exhibitions

- The Library offers both gallery walls and display cabinets for exhibition purposes.
- The Library aims to provide equitable access to gallery spaces for individuals and groups from all sectors of the community when these spaces are not needed to support library functions.
- Individuals and groups must complete an Art Exhibition Application to be eligible to display their work.
- Individuals and groups must adhere to the Art Exhibition Regulations.

Community Information

- The Library serves as an access point for current information on community and area organizations, events, and services. Notices, posters, or articles may be displayed in designated areas with staff approval.
- Material advertising commercial endeavours is not displayed unless the project is specifically related to the objectives of the library and permission has been granted.
- Notices and posters can remain on display for a maximum of one month or until the conclusion of the event, whichever comes first.
- Approval for materials to be displayed is dependent on available space.
- The Library does not accept responsibility for the loss, defacement or return of materials to organizations or individuals.

Fees and Charges

- The current fee schedule can be found on our website and is subject to change.
- Charitable organizations and non-profit groups may be eligible for reduced rate rentals.
- If use of the space exceeds the pre-booked time, additional fees may apply.
- Damages to the physical space, furnishings and equipment will be billed to the renter.
- A cleaning fee may be charged if the space is not left in the same condition in which it is found.
- Cancellations of bookings more than 48 hours in advance of the event will be fully reimbursed. No shows or cancellations less than 48 hours before the event will not be reimbursed.



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- In the event of an emergency or an unplanned library closure that prevents access to the rented space, the fee will be refunded in full.

Responsibility

The Library Board approves special events or private functions and establishes rental fees. The Library CEO or designate, implements this policy, and authorizes the use of library space.

Appendix

WBPL Art Exhibition Regulations

WBPL Art Exhibition Application

WBPL Room Use Regulations

WBPL Community Space/ Advertising Regulations

WBPL Rental Agreement

Related materials/policies

Wasaga Beach Public Library Code of Conduct

Policy History

Approved by the Public Library Board, April 27, 2026.

Motion Number: 26-29