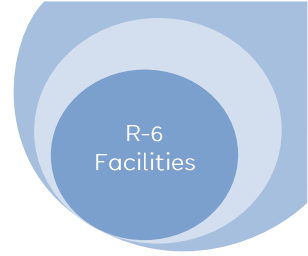


Facilities



1. Objective

We strive to adapt our facilities to meet the evolving needs of our community. As well as housing our collection, we consider our Library to be a public facility, accessible to community members and organizations for private or public meetings.

2. Our Service Commitment

- a) We strive to provide a physical setting for library service that is inviting to the public.
- b) We provide areas designed specifically for children and teens.
- c) We may close the branch during open hours due to inclement weather, lack of heat or power, or unforeseen circumstances, as indicated on a sign at each branch, or other reasonable measures to communicate the closure to you.
- d) You may display notices and flyers for community organizations, issues, and services on our bulletin boards or at the circulation desk, as space is available.
- e) You may book the meeting rooms at our Portland and Newboro branches for not-for-profit activities. When you use our premises, you have access to tables and chairs, public computers and community resources. We book on a first-come, first-served basis.

3. Facility Planning

We periodically examine our space requirements and develop a plan to address any inadequacy. Planning considerations include providing adequate space for the physical collection, for Library staff to carry out their duties, and for the public to use the library's equipment, resources and services. Based on inclusive service, changing trends in library as well as community needs and development, the library strives to:

- Provide new and revitalized facilities
- Renovate or build with accessibility, functionality, comfort and aesthetics in mind
- Use sustainable design or features, where possible
- Be a stand-out location and point of pride in the community.

4. Closing During Open Hours

- a) We may close any of the Library's branches in emergency or catastrophic situations. Our primary consideration is the safety of all persons in the building and on the property. The CEO or designate is responsible for determining if a library closure is necessary.
- b) In general, our staff may close a branch due to extreme weather, after consulting the CEO or designate.
- c) In the event of a branch closure, our staff submit in writing to the CEO at the earliest opportunity:
 - when the closing occurred,
 - the reasons for closing,
 - any other actions taken.

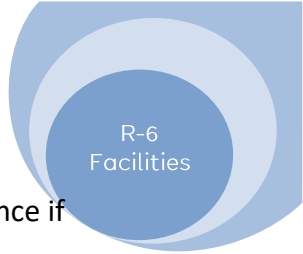
5. Displays and Bulletin Boards

- a) Your material must be:
 - non-commercial, unless it relates to the objectives of specific Library programs or to promote recreation, wellness and tourism opportunities;
 - deposited at the service desk;
 - approved by the CEO prior to posting or distribution.
- b) We are not obliged to display your material, nor does our agreement to display your material signify that we support the aims and objectives of your group.
- c) We will display your material for an agreed time, or until your event has occurred.
- d) You leave your materials at your own risk. We are not responsible for any loss or defacement, or for returning them to you.

6. Responsibilities

- a) You must follow our *Code of Conduct* at all times.
 - b) Your use of our premises must not cost the Library anything.
 - c) Your use of our premises during open hours must not interfere with other patrons. If you are the coordinator of a group using our facilities during closed hours, you are
-

Facilities



responsible for following our security and safety protocols and providing insurance if required.

- d) In accordance with By-Law 2000-117 of the Corporation of the Township of Rideau Lakes, Schedule A, point 6a), we share responsibility for our facilities with the Township of Rideau Lakes*, as follows:

We are responsible for:

- identifying our space needs and planning to meet them;
- designating areas of the library for specific uses, e.g., children’s services, storage, office, leisure reading, use of library equipment, and cultural activities;
- shelving and furniture appropriate for each designated space;
- interior signage;
- providing for the return of library materials during closed hours;
- meeting the requirements of the *Accessibility for Ontarians with Disabilities Act (AODA)* with respect to the points above.

The Township is responsible for:

- providing and maintaining a safe and secure physical space for the Library;
- parking;
- exterior signage;
- public washrooms;
- meeting the requirements of the *Accessibility for Ontarians with Disabilities Act (AODA)* with respect to the points above.

* Except for our South Elmsley branch, located in Lombardy Public School, for which we have a formal agreement with the Upper Canada District School Board that describes responsibilities.

7. Disclaimer

Our permission to use our facilities does not constitute an endorsement of your policies or beliefs and we reserve the right to be present at any meetings held in our facilities.

We do not knowingly permit any individual or group to use our facilities for activities that are in contravention of the *Criminal Code of Canada*.

Facilities – Annex: Facility Use Application

Please read the Rideau Lakes Public Library's Facility Policy (R-6) prior to filling out this application. Please be aware of the following facility use rules.

- You must be pre-approved by the CEO before using the library meeting rooms.
- Your group must have an affiliation with the Rideau Lakes Public Library. You may not use the Library for money-raising or profit-making activities.
- Library-sponsored meetings and programs have first priority and the Library reserves the right to preempt scheduled activities if the need arises.
- The Library is not liable for damages to or loss of property belonging to persons attending your activity.

Applicant information	
Name:	Date:
Name of organization:	
Your title/position:	
Address:	
Phone:	Email:
Meeting information	
Meeting date:	
Starting time:	Ending time:
Title, subject and purpose of meeting:	
Estimated attendance:	Equipment needed:
Location: <input type="checkbox"/> Newboro <input type="checkbox"/> Portland	
How does your group serve the Rideau Lakes area?	
Agreement terms	
I have read the Rideau Lakes Public Library Facility Policy and agree to comply with it. I understand I am responsible for the proper care of the room. I also understand that I am liable for all damages to and losses of Library property and equipment occurring during my scheduled use of the facility; and that I may be liable to damage to or loss of property of persons attending my scheduled activity.	
Signature of applicant:	Date:
Approval signature:	Date: