

POLICY: COUNCILLOR USE OF LIBRARY SPACE

SECTION: Section II – General Policies – Miscellaneous

MOTION#/DATE: 12 - – October 22, 2012

Effective Date

January 1, 2013

Policy Objective

The policy on Councillor Use of Library Space provides the parameters, fee structure and booking logistics whereby Councillors can book and use library space for constituency and community events and meetings. The policy is not for the purposes of conducting any election-related campaigns.

Underlying Principles

City Councillors need to communicate with their constituents concerning the meetings and activities of City Council and its committees, as well as the business and services of the City.

Library space should be made available for Councillor occasional use for special events and for regular Councillor meetings with constituents.

The health and safety of staff working at the Library or the health and safety of public users of the Library should not be adversely affected by the Councillor's usage of the space.

The ability of the Library to deliver its programs and services should not be adversely affected by the Councillor's usage of the space.

Scope

This policy does not apply to Councillors' continuous lease of space for constituency offices. Lease of space to tenants, including constituency offices, is covered by the Leases Policy, approved by the Library Board at its meeting of June 14, 1999.

Policy

- Meeting rooms, auditoriums, small offices, public foyers and similar spaces are available to City Councillors for occasional use for community events and for regular meetings with constituents.
- Councillors should be considered priority users of library space where the space is not already booked. Councillor booking cannot bump other previously booked meetings/events.
- The fee charged for the use of space shall be in accordance with the fee structure and booking limits described in the Fees and Booking Limits section.
- Councillors must abide by the regular room booking policy and procedures in place at Toronto Public Library.

Fees and Booking Limits

There are two categories of fees:

1. One-time constituency and community events and meetings:
 - Room booking fee will be waived for three meetings/events at Toronto Public Library each calendar year.
 - Regular non-profit room booking fees apply after the three free meetings/events, as set out in the Auditorium, Meeting Room and Theatre Rental Policy.
2. Regular meetings with constituents:
 - Access will be dependent on the availability of space at the Library.
 - Regular non-profit room booking fees apply, as set out in the Auditorium, Meeting Room and Theatre Rental Policy.

Changes in the fee structure will be communicated to Councillors as the need arises.

Additional costs related to a constituency office or community meeting or event, including but not limited to overtime for staff, security, set-up and clean-up, and equipment costs, will be charged at the regular rate as set out in the Auditorium, Meeting Room and Theatre Rental Policy and are applicable to all events and meetings, including the three free events.

Fees charged must be signed off by a Councillor and administered through Council and Support Services, City Clerk's Office. Fees must not be directly charged against Councillor cost centres.

Conditions of Use

- All meetings/events must be related to City business and be hosted directly by a City Councillor.
- All meetings/events must be booked per normal room booking guidelines.
- No games of chance, including bingo and lotteries, are permitted.
- Charitable fund-raising is not permitted.
- Sales of goods are not permitted except sales of products by the Library or City divisions, such as Library publications.
- Councillors cannot book facilities on behalf of third parties.
- Councillors must remove all files, photographs, posters and any other materials at the end of their meetings or booking times.
- Councillors must comply with the health and safety requirements of the facility and the Library's Rules of Conduct.
- Councillors must recognize that Library staff must comply with the Toronto Public Library Municipal Election Campaign Policy.
- No permanent signage or display board will be permitted.

- Councillors should plan to bring their own equipment required for the meeting, e.g. computers and cell phones.
- Staff may provide basic furniture, e.g. tables and chairs that would be part of the regular set-up of the space. Special set-up requirements, if needed, may incur an additional fee.

Exclusions

The Bram & Bluma Appel Salon at the Toronto Reference Library and the Library theatres are excluded from any free bookings.

Denial of Use

Should a Councillor contravene the use of facilities policy, the appropriate public service Director will discuss the correct use of the policy with the affected Councillor.

Resolution of Issue

Councillors or Library staff who encounter difficulties or issues with the use of Library space under this policy should resolve these issues first with the appropriate public service Director, and if no satisfactory solution is found, with the City Librarian.

Related Policies

- Auditorium, Meeting Room and Theatre Rental Policy
- Leases Policy
- Municipal Election Campaign Policy
- The Bram & Bluma Appel Salon Rental Policy

