

## **Policy: Facilities**

Board motion number: 56:21, June 12, 2021 Chair's signature: \_\_\_\_\_

### **General facility use:**

1. The library building and property are designated as smoke-free areas. Anyone wishing to smoke, including e-cigarettes, or use any other such products, must leave the library building and go at least nine metres away from any door or window.
2. Patrons are welcome to have closed-lid liquid containers for coffee, etc., and small snacks in specifically designated areas. Food and drink may be consumed in the makerspace and in the kitchen area. Refreshments may be served on special occasions in the main library area as deemed appropriate by the CEO and/or board chair. At no time will food or drink (not in a closed-lid container) be consumed or carried near computers, at the circulation desk, or any other sensitive area designated by the CEO/librarian.
3. Pets are not permitted in the library, with the exception of guide dogs or service animals.
4. No area of the library is generally available for community use outside of regular library hours due to limitations of staff and security. Special arrangements may be made with the permission of the CEO and/or board chair. One staff member must be present at any event taking place at the library outside of regular hours.

### **Disturbances**

If a patron causes a disturbance in the library and ignores the request for due consideration of the rights of other patrons, the patron will be asked to leave. When necessary the police will be notified. If an individual ignores oral or written warnings to

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leave the premises, he/she may be charged with trespassing under the ***Trespass to Property Act 1990***.

## **Community use of library Makerspace**

The Makerspace room must be reserved in advance to guarantee availability. The Makerspace room is free of charge to non-profit, local community organizations and individuals only. Please refer to the fee schedule below for for-profit rates.

## **Displays and bulletin boards**

One role of the Bonnechere Union Public Library is to serve as an access point for current information on community organizations, issues and services. Notices and posters will be displayed on the bulletin board as space is available with the following considerations:

1. Material for posting or distribution within the library must conform to the BUPL Community Information Services Policy.
2. All articles on display will be left at the owner's risk. The library does not accept responsibility for the loss, defacement or return of materials to organizations or individuals.

Except for sales or fundraising events of a special local community nature or events that are co-sponsored by the library, and authorized by the CEO, no sales are permitted in the library.

No soliciting will be allowed in the library.

## **Fee schedule for For-profit Organizations and Non-Community Organizations**

Capacity: 10-15 public persons (adult)

1 hour	\$25
4 hours	\$95
Full day	\$155