REPORT TO THE LIBRARY BOARD

APRIL 23, 2026

SUBJECT: Use and Rental of Meeting and Community Display Space Policy

PURPOSE: For Approval

PREPARED BY Staff

PRESENTED BY: Michael Ciccone - CEO

RECOMMENDATION:

It is recommended that the Library Board approve the revisions to the *Equitable Access and the Library's Right of Refusal for Use and Rental of Meeting and Community Display Space Policy* which includes a name consolidation to the *Use and Rental of Meeting and Community Display Space Policy.*

BACKGROUND:

The *Equitable Access and the Library's Right of Refusal for Use and Rental of Meeting and Community Display Space Policy* expanded upon language previously contained in the Library's operational policy governing use of this space when first approved by the Board in 2022. The name consolidation is being recommended for both identifying the rationale for the policy and finding and/or referencing the policy.

The Policy was deferred to determine legal ramifications of suggested edits by the Board. The policy has been updated based on the advice provided.

The Board also inquired as to the possible effect of Ontario Court of Appeal's recent decision in *CHP v. Hamilton* on the policy. It was determined that the decision should not affect the Library's Policy or the interpretation thereof.

NEXT STEPS:

Upon approval, Administration will update the Library's *Use and Rental of Meeting and Community Display Space Policy* to incorporate revisions and post online. As part of the Board Policy Revision Cycle, review of this policy is scheduled in April of 2030 unless it is deemed necessary to review sooner.

CURRENT POLICY

PURPOSE:

To state the London Public Library's (Library's) commitment to equitable access as it pertains to the use and/or renting of Meeting Spaces or Community Display spaces and to establish the criteria for the Library's right to refuse this service.

SCOPE:

This policy governs any space, internal or external, designated by the Library as a Meeting Space or Community Display space. This includes:

- community use rooms;
- study, tutorial and practice rooms;
- the Wolf Performance Hall;
- the Rotary Reading Garden; and,
- any ad hoc space.

DEFINITIONS:

- **Community Display: means a** display of information by a non-profit or public agency in an area(s) of the Library visible to the public (excluding bulletin boards), not of a selling or soliciting nature and not sponsored by the Library, that supports a program or initiative.
- **Event:** the purpose for which the Meeting Space is being used by the Renter.
- **Meeting Space:** any space identified by the Library as such.
- **Renter:** an organization or individual who has contracted with the Library for the use of a Meeting Space.

POLICY STATEMENT:

The Library aims to facilitate expressions of knowledge, creativity, ideas, and opinion, and is committed to providing equitable access. To this end, Library Meeting Spaces and Community Display spaces are made available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting use, in accordance with the *Library's Statement on Intellectual Freedom.* Granting permission to use Meeting Space or Community Display space does not imply endorsement by the Library of the aims, policies or activities of any Renter. However, the Library is also committed to upholding the dignity and safety of the public and its staff, and to denouncing and not facilitating or promoting hate speech, discrimination, violence, or other illegal activity. To this end, the Library reserves the right to deny or cancel a booking when the Library reasonably believes that the proposed use will or is likely to include any of the prohibited activities identified below.

The Library reserves the right to refuse, cancel or discontinue, at its sole discretion, a Renter's use of a Meeting Space or Community Display space, without liability to or against the Library. The Library may do so for the following reasons, among others:

- the use of the Meeting Space or Community Display space, Event, and/or the Renter's aims contravene or are likely to contravene municipal, provincial, or federal legislation, including, but not limited to:
    - the *Canadian Charter of Rights and Freedoms*, Part I of the *Constitution Act, 1982*, being Schedule B to the *Canada Act 1982* (UK), 1982, c 11;
    - the *Copyright Act* (Canada), RSC 1985, c. C-42;
    - the *Criminal Code* (Canada), RSC 1985, c. C-46, including the sections that make it unlawful to advance or promote genocide, or to incite or wilfully promote hatred against any identifiable group;
    - the *Human Rights Code* (Ontario), RSO 1990, c H.19, which prohibits discrimination on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability; and, which confirms that it is a violation to publish or display any notice, sign, symbol, emblem, or other similar representation that indicates the intention of the person to discriminate or incite discrimination within the meaning of the *Human Rights Code*.
- the Renter has misrepresented its aims or intentions for the Event or Display;
- there is a risk or likelihood of physical danger to participants or the audience or misuse of the property or equipment;
- the Renter's primary intent is or appears to be to sell goods or services or recruit clients;
- the Renter's primary intent is or appears to be to provide bingo games, lotteries, or other games of chance, even in cases where money is being raised for a charitable cause;
- the Renter has failed to comply with the terms and conditions of previous use agreements with the Library;
- the Event negatively impacts or is likely to negatively impact the ability of others to enjoy the services and facilities of the Library, or impedes or is likely to impede Library operations; or,
- the Renter or Event content is or is likely to be in violation of Library policy, including, but not limited to, the Library's *Rules of Conduct*, *Charter of Library Use* or *Workplace Harassment and Sexual Harassment Prevention* policies.

CHALLENGES:

A Renter or prospective Renter whose request is refused, cancelled, or discontinued in accordance with this policy may challenge the decision by requesting that the matter

be reviewed by the Director, Customer Service and Branch Operations. If denied, a Renter or prospective Renter may request a reconsideration of the decision and that the matter be referred to the Office of the CEO & Chief Librarian. The final decision rests with the CEO & Chief Librarian.

INQUIRIES:

CEO & Chief Librarian

SUMMARY OF SIGNIFICANT CHANGES

In addition to minor editing and the name change, suggestions by Board Members have been added based on legal guidance provided and are highlighted.

REVISED POLICY

PURPOSE:

To state the London Public Library's (Library) commitment to equitable access as it pertains to the use and/or renting of Meeting Spaces or Community Display spaces and to establish the criteria for the Library's right to refuse this service.

SCOPE:

This policy governs any space, internal or external, designated by the Library as a Meeting Space or Community Display space. This includes:

- Community use rooms;
- Study, tutorial and practice rooms;
- Wolf Performance Hall;
- Rotary Reading Garden; and,
- any ad hoc space.

DEFINITIONS:

Community Display: means a display of information by a non-profit organization or public agency in an area(s) of the Library visible to the public (excluding bulletin boards), not of a selling or soliciting nature and not sponsored by the Library, that supports a program or initiative of that organization or agency.

Event: the purpose for which the Meeting Space is being used by the Renter.

Meeting Space: any space identified by the Library as such.

Renter: an organization or individual who has contracted with the Library for the use of a Meeting Space.

POLICY STATEMENT:

The Library aims to facilitate expressions of knowledge, creativity, ideas, and opinion, and is committed to providing equitable access. To this end, Library Meeting Spaces and Community Display spaces are made available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting use, in accordance with the *Library's Policy on Intellectual Freedom.* Granting permission to use Meeting Space or Community Display space does not imply endorsement by the Library of the aims, policies or activities of any user or Renter. However, the Library is also committed to upholding the dignity and safety of the public and its staff, and to denouncing and not facilitating or promoting hate speech, discrimination, violence, or other illegal activity as defined under applicable law. To this end, the Library reserves the right to deny or cancel a booking when the Library reasonably believes that the proposed use will or is likely to include any of the prohibited activities identified below.

The Library reserves the right to refuse, cancel or discontinue, at its sole discretion, a

Renter's use of a Meeting Space or Community Display space, without liability to or against the Library. The Library may do so for the following reasons, among others:

- the use of the Meeting Space or Community Display space, Event, and/or the Renter's aims contravene or are likely to contravene municipal, provincial, or federal legislation, including, but not limited to:
    - the *Canadian Charter of Rights and Freedoms*, Part I of the *Constitution Act, 1982*, being Schedule B to the *Canada Act 1982* (UK), 1982, c. 11;
    - the *Copyright Act* (Canada), R.S.C. 1985, c. C-42;
    - the *Criminal Code* (Canada), R.S.C. 1985, c. C-46, including the sections that make it unlawful to advance or promote genocide or to incite or willfully promote hatred against any identifiable group;
    - the *Human Rights Code* (Ontario), R.S.O. 1990, c. H.19, which prohibits discrimination on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability; and, which confirms that it is a violation to publish or display any notice, sign, symbol, emblem, or other similar representation that indicates the intention of the person to discriminate or incite discrimination within the meaning of the Human Rights Code.
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- there is a risk or likelihood of physical danger to participants or the audience or misuse of the Library's property or equipment;
- the Renter's primary intent is or appears to be to sell goods or services or recruit clients;
- the Renter's primary intent is or appears to be to provide bingo games, lotteries, or other games of chance, even in cases where money is being raised for a charitable cause;
- the Renter has failed to comply with the terms and conditions of previous use agreements with the Library;
- the Event negatively impacts or is likely to negatively impact the ability of others to enjoy the services and facilities of the Library or impedes or is likely to impede Library operations; or,
- the Renter or Event content is or is likely to be in violation of Library policy, including, but not limited to, the Library's *Rules of Conduct*, *Charter of Library Use*, *Workplace Harassment and Sexual Harassment Prevention* or *Workplace Violence Prevention* policies.

CHALLENGES:

A Renter or prospective Renter whose request is refused, cancelled, or discontinued in accordance with this policy may challenge the decision by requesting that the matter be reviewed by the Director, Public Service.

If denied, a Renter or prospective Renter may request reconsideration of the decision and that the matter be referred to the Office of the CEO & Chief Librarian. The final decision rests with the CEO & Chief Librarian.

The Renter or prospective Renter should include reasons and/or grounds for any challenge or request for reconsideration.

All decisions will be communicated to the Renter or prospective Renter with rationales and documented in accordance with related Library policies and procedures.

INQUIRIES:

CEO & Chief Librarian