

<b>Policy Number:</b>	P15	<b>Pages:</b> 3
<b>Date Originated:</b> (m/d/y)		<b>Review Frequency:</b> Annually
<b>Date Revised:</b> (m/d/y)	April 2019	<b>Last Reviewed:</b> January 2022
<b>Point of Contact:</b> Director, Engagement & Client Experience		

## Events Policy

### Policy Statement

Library events reflect the City of Pickering Public Library’s mission, strategic direction and priorities and are considered an integral part of library service.

The Library’s philosophy of open and equitable access to information and ideas extends to Library programming. The Library also maintains impartiality. Hosting a program does not constitute an endorsement of the program topic or the views expressed by speakers or participants. Speakers and resources will not be excluded from programs because of possible controversy.

### Policy Principles

1. Library programs can be in-person or virtual and are intended to:
  - Stimulate an interest in Library services and resources.
  - Promote reading and literacy.
  - Develop digital skills or feature new technology.
  - Support the community needs as outlined in the Strategic Plan (support financial knowledge and success, lead inclusion and belonging, empower the community’s physical, social and mental wellbeing).
  - Stimulate imagination and creativity.
  - Stimulate curiosity and a lifelong love of learning.
  - Make a connection between people, ideas and cultures in an open and respectful manner.
  - Promote an awareness of contemporary issues and information required to engage in society.

- Provide entertaining, enjoyable and educational experiences.
  - Teach research and information skills.
  - Create and promote community partnerships.
  - Create a welcoming environment for the community.
2. The Library does not charge a fee for literacy-based programming, such as preschool storytimes. Other Library programs are usually free; however, the Library reserves the option to charge a fee to recoup the Library's cost of presenting a program.
  3. Programs will be developed with consideration for the principles of accessibility. Programs will be offered in an open and equitable manners to all members of the community. From time to time, this may mean placing limits on individual access to some programs in order to ensure fair access to all.
  4. Registration may be required for planning purposes or due to space limitations.
  5. If registration is required for a program and a waitlist is created, Library staff have the right to allow wait-list registrants into the program if there are registered clients that are no shows. It is responsibility of clients to show up on time. Latecomers may not be admitted.
  6. The Library values feedback from clients concerning programming. Evaluation forms are handed out at programs to gather your feedback. Other comments can be addressed to the Library staff member who is running the program or to the Manager of Client Experience.
  7. Co-Sponsored Programs
    - 7.1. Co-sponsored programs with community organizations or agencies operate with the support of the City of Pickering Public Library. They must align with the Library's mission and goals, be of sufficiently high quality and be relevant to the community. Library resources required to support a co-sponsored program are discussed in advanced and summarized in a Co-sponsored Program Agreement Form.
    - 7.2. Co-sponsored programs must be open to the public and free of charge to participants. If a fee must be charged to participants, it must be a nominal, cost recovery fee only and captured on the agreement form in advance.
    - 7.3. A Co-Sponsored Program Agreement Form will define the terms of the sponsorship: program details, branch location, dates and times, audiovisual equipment needs and training, advertising support and formal recognition of the sponsorship. The demand on Library staff resources must be reasonable and clearly outlined in this agreement. The agreement will have a set time period and a new agreement must be signed for continued partnership.
    - 7.4. The room rental fee will be waived for co-sponsored events. Training is required to use the Library's audiovisual equipment and arrangements must be made in advance.

- 7.5. The Library may refuse a co-sponsored program opportunity due to space or resource limitations or if the event is deemed inappropriate or incompatible with the Library's mission or goals. The Library will not partner with an organization that violates the Ontario Human Rights Code or our Rules of Conduct Policy.

## 8. Food and Beverages in Events

- 8.1. The City of Pickering Public Library conducts events that are open to the public and strives to provide a welcoming and comfortable environment. Health and safety of all program and event attendees is a priority.
- 8.2. Staff may use and/or serve food and beverages during special events as either an activity component (e.g., children's craft) or for public consumption (e.g., refreshments table).
- 8.3. Staff may use and/or serve food and beverages during special events as either an activity component (e.g., children's craft) or for public consumption (e.g., refreshments table).
- 8.4. When food and/or drink is provided at special library events, staff will strive to ensure all promotional materials advise that food and/or drink will be used or served.
- 8.5. When food and/or drink is provided at special library events, staff will strive to provide nut-free food and beverages. Note: The Library cannot guarantee an area or food/drink is nut-free, or that items have not come into contact with allergens.
- 8.6. Parents, teachers and supervisors of young children will be advised via promotional materials if food and drink is offered at children's program. Caregivers will decide if their children can accept food and drink.
- 8.7. When provided at special library events, staff will source food and beverages from an inspected public vendor only.
- 8.8. Alcohol can only be served with a government issued special permit and when certified library staff are on-site during the entire duration of the library event. Alcohol can only be served in closed spaces to clients 19 years of age and older, with valid government issued photo identification. Staff reserve the right to ask for photo identification at the door of the program or event and must deny entry or service to clients without valid identification present in hand. All alcohol must remain in the designated space.
- 8.9. The Library does not accept homemade food contributions for library programs. If a client would like to offer a food, the food must be in the original, sealed packaging from a commercial vendor with a list of ingredients and an expiry date.
- 8.10. Clients are responsible for monitoring the consumption of food and drinks by children under their supervision. This includes food and drink that is not served by Library staff. Note: Events are conducted in various Library spaces. The Library

cannot guarantee an area is nut-free or that items/equipment used in a program have not come into contact with allergens. Be aware that the public are allowed to consume snacks and drinks in many areas of the library.

8.11. Washroom facilities are available for handwashing and clean-up.

### Related Documents

- Personal Conduct Policy

The Manager of Client Experience is responsible for the delivery of events that reflect the service needs and interests of the Pickering community as outlined in the Library's Strategic Plan. Contact information for all members of the Leadership Team can be found on the Pickering Public Library website.

Alternate formats of this document are available upon request.  
Please speak to Library staff for assistance.