



Okotoks Public Library
23 Riverside Drive
Okotoks, AB T1S 1A6

403-938-2220

www.okotokslibrary.ca

2023 Community Program Agreement

Organization:

Contact Name:

Email:

Phone:

Program Partnerships

Okotoks Public Library offers a wide range of programs to meet the needs of our community. Our programs support our mission to provide inclusive opportunities that enrich, inspire, and empower individuals.

In addition to programs provided by OPL, we also partner with community organizations and individuals to offer programs and events which support the Library's [Plan of Service](#).

Guidelines and Terms

1. Programs provided in partnership with OPL must be open to the public and provided free of charge to participants attending.
2. Program requests are reviewed based on library resources and programming needs. OPL welcomes all program requests but reserves the right to decline.
3. OPL will offer to promote programs on library social media platforms and the library website if requests are received prior to the promotion deadlines. The library does not guarantee attendance numbers.

Program promotion deadlines:

- Winter programs (January to March) – **31st October**
 - Spring programs (April to June) – **31st January**
 - Summer programs (July to August) – **31st March**
 - Fall programs (September to December) – **31st May**
4. Promotional materials, such as posters, flyers, and social media posts are created by OPL staff for programs accepted prior to the promotion deadlines. Program partners may submit their own logos for inclusion in promotional materials. The OPL logo may not be used by partners except when sharing promotional materials created by OPL.
 5. Meeting Room spaces are provided free of charge for community program partnerships, subject to availability. The library meeting rooms include amenities such as chairs, tables, whiteboard, 70" interactive screens with HDMI cables for program use.
 6. Programs are presented and facilitated by the community partner. Okotoks Public Library staff are not responsible for creating or assisting with the content of the program. The community partner is responsible for

providing all material for the program including, but not limited to, food, drink, craft supplies, photocopying, laptops, etc.

7. Program partners are responsible for digital set-up and preparation if bringing a device to connect to OPL flat screen tv's. OPL staff may assist with connecting the device by HDMI cable to the tv, but are not responsible for settings, software updates or any other I.T. concerns relating to partner owned technology and devices.
8. Fundraising, solicitation of business, or requests for monetary donations are not permitted. Programs must be designed to provide information or an experience for participants.
9. Programs for unsupervised minors require the facilitator to provide a valid police vulnerable sector check. OPL does not provide reimbursement for police checks. Please note, parents of children under the age of eight must remain in the library while their child attends a program.
10. In the event of a program cancellation, please contact OPL as soon as possible by phone and email:

Lisa Sawchuk, Program and Marketing Coordinator – lsawchuk@okotokslibrary.ca , Tel: 403-938-2220 ext. 5
Sarah Lantry, Assistant Director – slantry@okotokslibrary.ca , Tel: 403-938-2220 ext. 2
11. As per the Freedom of Information and Protection of Privacy Act, the library will not supply program registrant's personal information to community partners.
12. Programs may only be scheduled during library opening hours. The program partner is responsible for the room 'set-up' and 'clean-up', so please allow time for this when booking the room. The room must be clean and left in the same condition as you found it. Furniture should be returned to its original location. OPL cannot be responsible for items left in the room. Equipment, supplies, or personal effects may not be stored or left in the meeting room before or after use.
13. OPL does not compensate partners for expenses incurred including, but not limited to, program supplies, travel costs, time spent planning and presenting programs.
14. Program partners and participants may not disrupt the use of the library by others.
15. Alcohol and smoking are not permitted. Lighted candles, flames, or incense are not to be used within OPL, including its meeting rooms.
16. Granting permission to use OPL facilities does not constitute an endorsement of the group or its beliefs by OPL.
17. OPL reserves the right to allow Library staff, maintenance, or custodians to enter the meeting room at any time.
18. The program partner agrees to indemnify and save harmless OPL and the Town of Okotoks from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings arising out of, or in any way related to the use of the facilities under this agreement. Without restricting the generality of the foregoing, the program partner shall be responsible for any loss or damage to the facility property or equipment, caused directly by the program partner, arising out of the use of the facility under this agreement.

I have read the above agreement and will comply with the stated terms.

Print Name:

Signature:

Date: