



GARFIELD COUNTY  
LIBRARIES

**GARFIELD COUNTY PUBLIC LIBRARY DISTRICT  
MEETING ROOM POLICY**

It is the policy of the Garfield County Public Library District (DISTRICT) to allow organizations, groups and individuals (USERS) to use library meeting rooms when those facilities are not needed for activities sponsored in whole or in part by the DISTRICT. Such permission is revocable and does not constitute a lease. Permission to use a meeting room of the DISTRICT does not imply endorsement of the aims, policies, or activities of any group or USERS.

**I. ELIGIBILITY FOR USE OF A MEETING ROOM**

- a. **INTENT:** Library activities take precedence over all other meeting room activities. Meeting rooms may be used for non-commercial and commercial purposes. The DISTRICT reserves the right to review each prospective use and determine whether or not that use falls within the meeting room policies and the needs and the functions of the library.
- b. **PRIORITY:** Reservations shall be granted to USERS on a first-come, first-served basis. In scheduling the use of its meeting rooms, the DISTRICT may grant priority first to USERS affiliated with the DISTRICT or literacy programs, second to neighborhood and community-based USERS from the area served by the particular Branch Library, third to educational programs, fourth to private or commercial events.
- c. **POLITICAL EVENTS:** Political rallies, demonstrations and announcements of candidacy may occur within a library meeting room as long as all meeting room and DISTRICT policies are adhered to including no political signage outside of the room.
- d. **PRIVATE EVENTS:** *DISTRICT meeting rooms may NOT be used for private social events such as showers, birthday parties, etc.*
- e. **NON-DISCRIMINATION POLICY:** The DISTRICT will not discriminate against any USERS based on race, gender, religion, national origin, disability or sexual preference.

**II. MEETING ROOM FEES**

- a. **FOOD FEES:** If the USERS will be providing food and/or drinks to attendees, a \$25 food fee will be charged per rental.
- b. **RATES PER DAY:**
  - i. 1 - 5 Hours \$25.00 per hour
  - ii. 6 - 9 Hours \$150.00 total
  - iii. 10 - 13 Hours \$200 total
  - iv. 14 - 16 Hours \$300 total
  - v. Not-for-profit events may be exempt from the Rates per Day.

- c. Fees are charged for the time used by the USERS, and partial hours will be charged by the hour. Fees may be altered at branch manager discretion.
- d. PAYMENT TERMS: When fees are due, payment in full is due prior to use. Acceptable payments are cash/money order/check (payable to Garfield County Public Library District). We also accept credit/debit cards. A completed, signed contract is required along with your payment.
- e. PAYMENT LOCATIONS: Payment may be made in-person at any branch library during posted public service hours or mailed care of the Branch Manager
- f. CANCELLATIONS AND REFUNDS: Cancellation notice must be received 24 hours prior to a scheduled event to receive a refund. Notice of cancellation must be made to the branch library where the event is scheduled. Cancellation refunds may require up to 45 days for processing. Refunds are issued by the Garfield County Public Library District.
- g. INCLEMENT WEATHER: The DISTRICT has no obligation to reschedule or relocate outdoor or plaza events in the event of inclement weather or unpleasant conditions, nor to provide refunds for events under such conditions. Ability to reschedule will be dependent on available space.

### III. APPLICATION FOR USE OF A MEETING ROOM

- a. REQUESTS: All USERS wishing to use one of the DISTRICT'S meeting rooms shall be required to complete a Request for Use of Meeting Room(s) form (see attachment) at least seven days prior to use of the room. *The Branch Manager may grant exceptions to the one-week advance request requirement.* Applications for use of a meeting room must be submitted to the Branch Manager or their designee where the room is located.
- b. RESPONSIBLE PARTY: The application must be signed by an authorized representative of the USERS wishing to use the room and that person is considered the RESPONSIBLE PARTY for the meeting or event. The RESPONSIBLE PARTY may be required to receive training from a library staff member or volunteer prior to use. The RESPONSIBLE PARTY signing the Meeting Room Request will be responsible for any and all damage to DISTRICT equipment, furniture, and the physical condition of the meeting spaces.
- c. CONFIRMATIONS: No reservation is confirmed until a signed application is approved.
- d. SCHEDULING: Each individual branch library is responsible for scheduling use of DISTRICT Meeting Rooms located in their buildings. Contact the library branch for room availability.
- e. ADVANCE RESERVATIONS: USERS are asked to reserve meeting rooms at least seven days prior to the meeting date in order to allow sufficient time to process the application. Rooms may not be reserved more than 90 days in advance to ensure equitable availability to the District and others. Exceptions may be made at the Branch Manager's discretion.
- f. REPEAT EVENTS: Meeting rooms may be reserved for repeating events however, prior use of library meeting rooms shall not automatically entitle applicants to future use and no USERS should assume that a library meeting room may be considered a permanent location for their activities.

- g. SCHEDULING CONFLICTS: In the event that the reservation is revoked by the library, due to a scheduling conflict, effort will be made to secure the meeting room space of a neighboring Branch Library.
- h. CANCELLATIONS: A maximum of (3) three cancellations or no shows are allowed per calendar year. Repeated failure to notify the DISTRICT of cancellations may result in privileges being revoked.
- i. DENIALS: The DISTRICT reserves the right to deny applications for use based on the availability of space, frequency of use, or requests for space by other USERS. (See Section VIII)

#### IV. HOURS OF USE:

- a. DAY USE: Meeting rooms shall be available during normal business hours of each respective Branch. During business hours, library staff shall be responsible for opening, closing and securing facilities.
- b. AFTERHOURS USE: USERS that wish to secure the use of meeting rooms outside of normal business hours must arrange for meeting room access with Branch staff. Use of meeting rooms outside of normal business hours is at the discretion of the library and may be limited.
- c. TIME LIMITS: No meeting room may be used before 7am or after 11pm.

#### V. EQUIPMENT AVAILABILITY

- a. AV EQUIPMENT: Audio-visual equipment is available for use including projectors and sound systems in some rooms. The DISTRICT does not guarantee the functionality of any audio or visual equipment. USERS using meeting rooms must provide their own computer. AV cables may be available to hook up to projectors and TVs. Groups using the projector and sound system will be responsible for any damage or loss to equipment.
- b. LOOP SYSTEMS: Loop systems for the hearing-impaired are available in the Community Rooms. Two extra headsets are available for use.
- c. KITCHENS: Kitchens may be available for catering and light food preparations upon request. \$25 per rental food fee applies.

#### VI. CONDITIONS FOR USE

- a. CONDUCT: All USERS using the meeting rooms must adhere to the DISTRICT'S Code of Conduct. The DISTRICT may impose additional conditions for the use of its meeting rooms to ensure that public or private property is not damaged through use of its facilities and to ensure that the comfort, convenience, safety, or welfare of the public is not disturbed.
- b. VIOLATIONS: Unlawful activity shall not be permitted in meeting rooms or on library premises. Such activity shall be a basis to deny future use of DISTRICT meeting rooms by USERS violating this policy.
- c. SET UP AND TAKE DOWN: The DISTRICT does not provide room set-up or take down services. It is the USERS' responsibility to leave the room in the condition (including furniture arrangements) in which they found it. USERS must remove all

leftover food, containers, beverages and all other personal or group-owned items. Failure to clean up may result in revoking any future meeting room use by the USERS. All USERS must set up and clean up within their scheduled time.

- d. **CLEANING:** USERS must remove all trash, clean-up any spills, vacuum the carpet, and wipe down tables and chairs before leaving. USERS will be charged for damage to rooms or furnishings beyond normal wear and tear. A \$25 cleaning fee may be charged if the room is not left in the condition it was found.
- e. **AFTER HOURS ACCESS:** USERS seeking after and before business hours access to facilities must adhere to the following rules:
  - i. The RESPONSIBLE PARTY signing the Meeting Room Request may be required to receive training on using the building after hours and will be responsible for securing the library during and after use.
  - ii. Pass cards may not be shared or transferred to others.
  - iii. Exterior doors may not be propped open, and restrooms and other areas must be checked before leaving the building. All exterior doors must be checked upon leaving to ensure they are latched including any exterior meeting room doors.
  - iv. Abuse of afterhours use will be grounds for future denial of meeting room use.
- f. **INSURANCE:** The DISTRICT may at their discretion require USERS to provide insurance and security for certain types of events.
- g. **STORAGE:** Neither the DISTRICT nor its employees will handle, care for, or act as custodian of any equipment or any items or property before, during or after an event, nor will the DISTRICT nor its employees be liable for any loss or damage to any items regardless of circumstance. Advance and overnight storage is prohibited. *Exceptions may be made at the Branch Manager's discretion.*
- h. **DELIVERIES:** All items must be received in accordance with "Rental Start" and removed immediately following the rental period. The DISTRICT shall not be liable for any loss or damage to such property. All vehicles must remain on paved surfaces. Transport of all goods on exterior areas must be made by non-motorized carts or by hand.
- i. **PROHIBITED ITEMS:** Use of the following decorative items is prohibited: Adhesive products, bird seed, confetti, fireworks, glitter, glue, hanging hardware (nails, staples, tacks, wire, etc.), pyrotechnics, etc.
- j. **LIBRARY STAFF:** The DISTRICT reserves the right for library staff or representatives to attend any meeting held in its facilities (except lawful executive sessions of governing bodies) to ensure that no unlawful activities are occurring on library premises.
- k. **DAMAGE:** The DISTRICT reserves the right to charge groups for damage and cleaning if necessary.

## VII. MEETING SIZE

- a. Maximum attendance at public meetings shall be governed by the size of the room and existing municipal codes that apply.

Meeting rooms are available in the following locations:

Location	Facility	Seats	Rectangular tables	Round tables	Kitchen	AV available
Parachute	Community Room	100	12	9	Yes	Yes - loop system
	Outdoor patio	16		4	No	No
Rifle	Community Room	150	24	8	Yes	Yes - loop system
	Outdoor terrace	25	6		Access	No
	Conference Room	25	6		Access	Yes
	Reading Patio	20		2	No	No
Silt	Classroom	60	18		No	Yes
	Community Room	75	10	6	Yes	Yes - loop system
New Castle	Outdoor patio	30			No	No
	Community Room	75	8	6	Yes	Yes - loop system
Glenwood	Community Room	110	30	10	Yes	Yes - loop system
	Conference Room	14	1		No	Yes
	Outdoor Plaza	18	9		No	No
	Classroom	40	20		No	Yes
Carbondale	Community Room	100	12	7	Yes	Yes -piano and loop
	Outdoor patio	50			No	No

#### VIII. CONSUMPTION OF ALCOHOL ON LIBRARY PREMISES

- a. LICENSING: Alcohol may only be served at pre-approved after-hours events using a caterer who possesses a valid liquor license or a licensed bartender.
- b. LOCAL ORDINANCES: Compliance with state and local laws and ordinances and state and local laws regarding under-age drinking will be the responsibility of the sponsoring USERS.
- c. LIABILITY: If serving alcohol, the sponsoring USERS will be required to name the DISTRICT in the event's insurance policy and *provide a copy of that policy to the DISTRICT prior to the event.*

#### IX. RIGHT OF APPEAL

- a. DENIALS: Denial of an application, or modification of permission already granted, may be appealed to the Library Director by any person adversely affected. The Director, in compliance with this policy, also may overrule any decision granting, denying, or modifying permission to use a library facility.

The Director shall render a decision in writing. Any decision by the Director in the above instances may be appealed to the DISTRICT'S Board of Trustees by any person adversely affected. All appeals shall set forth in writing the basis of the appeal and shall include a copy of the application

## X. INDEMNITY

The DISTRICT and its employees, directors, volunteers and representatives, individually and collectively, from and against any and all costs, claims, liens, damages, losses, expenses, fees, fines, penalties, proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including but not limited to, personal or bodily injury, death and property damage, made upon the District directly or indirectly arising out of, resulting from or related to the USERS' activities under this Agreement, including any acts or omissions of the USERS, any agent, officer, director, representative, employee, consultant or subcontractor of the USERS, and their respective officers, agents employees, directors and representatives while in the exercise of performance of the rights or duties under this Agreement. The indemnity provided for in this paragraph shall not apply to any liability resulting from the negligence of the DISTRICT, its officers or employees, in instances where such negligence causes personal injury, death, or property damage. IN THE EVENT THE USERS AND THE DISTRICT ARE FOUND JOINTLY LIABLE BY A COURT OF COMPETENT JURISDICTION, LIABILITY SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS FOR THE STATE OF COLORADO, WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO THE DISTRICT UNDER COLORADO LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER COLORADO LAW.

The provisions of this INDEMNITY are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. The USERS shall advise the DISTRICT in writing within 24 hours of any claim or demand against the DISTRICT or the USERS known to the USERS related to or arising out of the USERS'S activities under this MEMORANDUM and shall see to the investigation and defense of such claim or demand at the USERS'S cost. The DISTRICT shall have the right, at its option and at its own expense, to participate in such defense without relieving the USERS of any of its obligations under this paragraph.

ATTACHMENT: Request For Use of Meeting Room forms (examples)