

Meeting Room Policy

Policy	It is the policy of the Garfield County Public Library District (the "District") to allow organizations, groups, and individuals to use library meeting rooms when those facilities are not needed for activities sponsored by the District. Such permission is revocable and does not constitute a lease. Permission to use a meeting room does not imply endorsement of the aims, policies, or activities of any group.	
Effective Date	January 5, 2023	
Responsibility	Branch Managers, Director, Board of Trustees	
Procedures	See Request for Use of Meeting Room(s) form	
Supporting Documentation	District Guidelines, User Responsibilities, Request for Use of Meeting Room(s)	
Receive by & Approved by Date	APPROVED: Board of Trustees	Date: January 5, 2023

District Guidelines

- Library events take precedence over all other meeting room activities.
- Meeting rooms may be used for commercial or non-commercial purposes, including political and religious events.
- The District will not discriminate against any users based on race, gender, religion, national origin, disability, or sexual preference.
- Meeting rooms may not be used for private social events such as showers, birthday parties, etc.
- Reservations will be granted on a first-come, first-served basis.
- Reservations may be made no more than ninety (90) days in advance.
- No reservation is confirmed until a signed application is approved.
- Users may reserve a meeting room no more than once per week.
- Meeting rooms may be used outside of library hours with prior approval. Overnight use is not permitted.
- Users may charge admission to events or sell items or services while using a meeting room. **Fees are not collected by or for the library.**
- Audio-visual equipment is available for use in some rooms. The Library does not guarantee functionality of this equipment.
- A maximum of three cancellations is allowed per calendar year.
- Maximum attendance at public meetings shall be governed by the size of the room and existing municipal codes that apply.
- Alcohol may only be served at pre-approved after-hours events using a caterer who possesses a valid liquor license or a licensed bartender. 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.
- The District reserves the right to charge groups for damage and cleaning if necessary.
- 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).
- The District may at its discretion require users to provide insurance and security for certain types of events.
- The District does not provide storage for any equipment, items, or property before, during, or after a meeting.
- Exceptions and denials may be made at the Branch Manager's discretion.
- 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. Any decision by the Director in the above instances may be appealed to the District's Board of Trustees by any person adversely affected.

User responsibilities

- All users of meeting rooms must adhere to the District's Code of Conduct.
- After-hours users are responsible for securing the building during and prior to vacating.
- Users are responsible for room setup, including arrangement of tables and chairs.
- Users are responsible for returning the room to the condition in which it was found.
- The District does not assume responsibility for any private property brought into the library.

Request for Use of Meeting Room(s)



Name or Group of USERS _____

Purpose of Meeting _____

Approximate Number to Attend _____

Requested Date(s) of Use _____ Hours of Use From _____ To _____
(include setup/takedown time)

The purpose of this meeting is for a Not-for-profit event For profit event

As the authorized representative for the USERS, I acknowledge:

- I have received and agreed to abide by the District's Code of Conduct.
- I understand that the room is NOT reserved until confirmed by District staff.
- Premises must be left in a clean and orderly fashion.
- If AV training is needed, I agree to schedule training with library staff at least 24 hours ahead of the meeting.
- I understand that I may be charged for any damages caused by this meeting room use, including cleaning fees.

RESPONSIBLE PARTY SIGNATURE DATE

NAME (Please Print) TELEPHONE

MAILING ADDRESS

EMAIL ADDRESS

Approved Not approved Patron notified

Staff name: _____

Date: _____