

Carbon County Library System Public Meeting Room Policies

The Carbon County Library System, with locations in Rawlins, Baggs, Elk Mountain, Encampment, Hanna, Medicine Bow, Saratoga, and Sinclair, provides meeting rooms for Library related programs under the guidelines approved by the Library Board. The Meeting Room Policy establishes rules and procedures for the use of the Library meeting room facilities. Though the Elk Mountain Library does not have a separate meeting room the meeting room policy still applies. The librarian in charge of the building where the meeting room is located is responsible for implementing this policy and for maintaining reservation lists. Use of the meeting rooms may not interfere with the normal operation of the Library. Use of any of the Library meeting rooms by any individual or group signifies acceptance of the terms of this policy.

Requests for reservations of the meeting rooms may be made up to 60 days in advance.

Individuals/groups are not allowed to reserve the meeting rooms more than 60 days in advance of the meeting/activity. Meeting rooms cannot be reserved more than 3 consecutive days.

Purpose and Fees

The meeting rooms are available for both non-commercial and commercial meetings and activities. Some fees may be applicable according to the criteria listed below. There is no charge for government and non-profit 501(c) agencies, although the \$50 key/cleaning deposit may apply. There is a charge for the use of library equipment including tables and chairs.

The online Meeting Room Request applications are valid for only 6 months. Individuals and/or groups must renew their applications online after 6 months and provide a new key/cleaning deposit as needed. Key/Cleaning Deposit
A refundable \$50 key/cleaning deposit (check or cash) is required prior to the start of any meeting and/or activity. Keys are to be checked out to the authorized representative and must be returned to the Library within one business day after

use. It is the responsibility of the representative to arrange to collect the key. If the keys are not promptly returned to the Library, the authorized representative will be charged up to \$300 replacement cost. The \$50 refundable key/cleaning deposit will be forfeit as well Meeting Room keys ARE NOT available for permanent check out at any time. The Key/Cleaning Deposits must be updated every 6 months.

Non-Commercial Groups or Individuals

Meeting rooms are available free of charge to individuals or groups, when the meeting/activity adheres to the following criteria:

- The individuals or groups have a legal non-profit status
 - A government agency
 - The meeting/activity is publicly posted as being open to the public
 - The meeting/activity is publicly posted as being free to attend
 - The meeting/activity allows all attendees to participate in fully
 - The purpose of the meeting/activity does NOT involve the selling and/or soliciting of goods, services, or any products
 - The refundable deposit must be paid prior to the use of the meeting room
- NOTE: Non-commercial groups and/or Individuals exclude representatives of multi-level or network marketing companies.

Commercial Groups or Individuals

Library equipment fees are \$10 per day for the use of library equipment to be used in the meetings rooms. Individuals, groups, and representatives of multi-level or network marketing companies will be charged when any of the following occurs:

- The meeting/activity is closed to the public
- The meeting/activity charges a fee for admission or participation
- The meeting/activity is a business-related activity
- The meeting/activity involves the selling and/or soliciting of goods, services, or any products
- The host is representing a multilevel or network marketing company
- All fees and refundable deposits must be paid prior to use of the meeting room

Liability

- In permitting the use of Library meeting rooms, neither the Library nor the CCLS Library Board advocates or endorses the viewpoints expressed by any groups using the facility.
- The Library, Carbon County Library System, and the Library Board do not assume any liability for groups or individuals attending meetings in the Library and are not responsible for their equipment, supplies, materials or any personal possessions.
- Individuals/groups using the rooms are responsible for restitution for any damage(s) to Library equipment, the rooms through misuse, carelessness or vandalism.
- Individuals/groups using the meeting rooms after Library hours are responsible for building security.

Exceptions

Exceptions to this policy may be made at the discretions of the Library Director

Care and Use of the Meeting Rooms

Acceptable use of the meetings rooms involves respect for the building facilities and others using the building.

- Individuals/groups are responsible for all set up, the cleanup, and tear down of the meeting room and returning the room to its original condition. Cleaning costs and damages will result in the loss of the \$50 refundable deposit and may involve additional fees.
- Any Library equipment to be used must be operated by the individuals/group. Library staff will assist in the setup of the equipment but are not available to operate it during the meeting/activity.
- Food is allowed in the meeting rooms with the understanding that individuals/groups are responsible for cleanup.
- Noise levels from meeting rooms must not disturb library patrons or staff.
- Individuals/groups are responsible for staying within the posted capacity of the room.

- All children's groups using the rooms must be under adequate adult supervision.
- Smoking, open flames, burning incense and lit candles are not allowed.
- Alcoholic beverages are NOT permitted in the building or the meeting rooms
- Individuals/groups using the rooms are responsible for restitution for any damage(s) to Library equipment, the rooms through misuse, carelessness or vandalism. Individuals/groups using the meeting rooms after library hours are responsible for building security.
- Individuals/groups must vacate the meeting room at the end of their reservation time so that others are allowed equal access to the rooms.
- Individuals/groups that misuse or abuse the meeting room policy can be suspended from use of the meeting rooms at the discretion of the branch manager and/or Library Director.
- Individuals/groups are responsible for the removal of their personal items at the end of the meeting/activity. The Library will not be used as a storage area due to liability issues.
- Library materials are to be left as they are, moving or removing any item from the collection outside regular library hours is prohibited.
- The circulation desk, drawers, and items behind the desk are to be regarded as “off limits” during meetings.
- Public Wi-Fi is available at all times, library computers, printers, and other IT resources are not available outside regular library hours, unless arrangements are made prior to the meeting with the librarian in charge.

Library Equipment

Some library equipment may be borrowed based on availability. Equipment must be reserved prior to the meeting/activity. Additional deposit fees may apply. Limited technical assistance is available. It is the responsibility of the individual/group to operate the equipment during the meeting/activity.

Cancellations

Meeting rooms may be cancelled at any time but excessive no-shows or cancellations may result in restriction of future meeting room privileges.