

Carbon County Library System

Meeting Room Policy and Procedures

The Carbon County Library System, at its Encampment, Hanna, Little Snake River Valley (Baggs), Rawlins, and Saratoga locations, provides meeting rooms for the general public. The Meeting Room Policy and Procedures establish rules and guidelines for the use of the meeting room facilities. Meeting room use may not interfere with the normal operation of the library. Use of the meeting rooms by any individual or group signifies acceptance of the terms of this policy.

Reservations, Keys

1. Reservations may be made up to 60 days in advance
2. Reservations may be made in person or by phone at the library to be used
3. Rooms may be reserved for up to three consecutive days
4. Keys are to be checked out to the authorized group representative, and it is the group representative's responsibility to arrange to collect the keys
5. Keys must be returned to the Library within one business day after use (keys may be returned via bookdrop after hours)

Purpose and Fees

1. Meeting rooms are available for both non-commercial and commercial meetings and activities.
2. Non-Commercial Groups or Individuals
 - a. \$50.00 refundable deposit required prior to room use for cleaning / key replacement
 - b. No charge for room use when the following criteria applies
 - i. The individual or group have a legal non-profit status
 - ii. The reserving party is a government agency
 - iii. The meeting/activity is posted as being open to the public
 - iv. The meeting/activity is posted as being free to attend
 - v. The meeting/activity allows all attendees to participate fully
 - vi. The purpose of the meeting/activity does not involve the selling and/or soliciting of goods, services, or any products
 - vii. Multi-level or network marketing companies are considered "commercial"
3. Commercial Groups or Individuals
 - a. \$50.00 refundable deposit required prior to room use for cleaning / key replacement
 - b. A fee of \$5.00 per hour, max of \$25.00 per day for the use of the room will be assessed when any of the following criteria apply
 - i. The meeting/activity is closed to the public
 - ii. The meeting/activity charges a fee for admission or participation
 - iii. The meeting/activity is a business-related activity
 - iv. The meeting/activity involves the selling and/or soliciting of goods or services
 - v. The host is representing a multi-level or network marketing company

Care and Use of Meeting Rooms

1. Acceptable use of the meeting rooms requires respect for the building facilities, library users, and library employees
2. Individuals/groups are responsible for all set up, clean up, and tear down of the meeting room, and for returning the room to its original condition
3. Food and drink is allowed in the meeting rooms
4. Alcohol and tobacco use (including smokeless tobacco and e-cigarettes) is forbidden
5. Open flames, candles, incense, or other such flammable products are forbidden
6. All children must be under adult supervision
7. If the meeting/activity takes place outside of regular library hours, the group/individual hosting is responsible for building security
8. Individuals/groups must vacate the meeting room promptly at the end of their reservation
9. Individuals/groups must remove all of their personal items at the end of the meeting/activity
10. Noise levels must not disturb library patrons or staff
11. Individuals/groups are responsible for staying within the posted capacity of the room

Library Equipment

1. Some library equipment may be borrowed based on availability
 - a. Equipment must be reserved prior to the meeting/activity
 - b. Library staff may assist in setting up the equipment, but cannot assist in its operation during the meeting/activity
 - c. Check with the library Branch Manager for equipment availability
 - d. Additional deposits/fees may be assessed for use of equipment
 - e. Tables and chairs may be provided free of charge
2. Public Wifi is available at all locations 24/7

Cancellations

1. Meeting room reservations may be cancelled at any time
2. Repeated no-shows or cancellations may result in restriction of future meeting room privileges

Liability

1. In allowing the use of library meeting rooms, the Carbon County Library System does not necessarily endorse the views expressed by groups using the facilities
2. The Carbon County Library System, its employees, and its Board of Directors do not assume any liability for individuals/groups using its facilities, and are not responsible for those individuals/groups equipment, supplies, materials, or any other possessions
3. Individuals/groups using the meeting rooms are responsible for restitution for any damage(s) to library equipment and/or building facilities.

Exceptions

1. Exceptions to this policy may be made at the discretion of the Carbon County Library System Executive Director.