

MEETING ROOM POLICY

The Board of Trustees of Delta County Libraries (DCL) adopts and makes public the following written policies:

The Delta County Libraries welcomes the use of its Meeting Rooms for civic, cultural, and educational activities. Meeting Rooms are open to all groups regardless of the beliefs and affiliations of their members, provided that the meetings are open to the public and run within the Colorado Open Meetings Law. Such groups may include local governments, schools, religious organizations, political parties, public service organizations, non-profit educational, charitable, and artistic organizations.

Priority of Use:

Library sponsored events are given priority for use of the Meeting Rooms. Thereafter, rooms are reserved on a first come, first served basis.

Permission granted to use library meeting rooms in no way constitutes endorsement of the policies or beliefs of any group or organization. Groups using library meeting rooms must not use advertising and publicity which imply that their programs are sponsored, co-sponsored or approved by the library, unless written permission to do so has been previously given by the Library Director. Organizations or individuals may not use the library's name or address as their own address or headquarters location.

Because of the library district's position as a community tax supported entity, the library restricts activities within its meeting rooms to non-profit use.

Groups are not permitted to use the library's meeting rooms for profit making activities. No admission may be charged; no products or services may be advertised, solicited or sold.

Non-profit 501(C) 3 organizations, organizations that fall under the umbrella of a 501(C)3 organization, governmental units and educational institutions may use the library's meeting rooms for fundraising activities.

Meeting Rooms may be used for political candidate forums under the following conditions:

1. all candidates and parties are invited to attend
2. the forum is sponsored by a non-partisan group.

Meeting Room Descriptions:

Paonia:
Conference Room
Study Room P#1

Delta:
Conference Room
Study Room D#1

Crawford:
None

Study Room P#2

Hotchkiss:

Rooms available from Memorial Hall

Contact the library for details

Cedaredge:

Conference Room

Each Meeting Room has limitations subject to circumstances and purpose of event. Attendance must not exceed posted limitations established by the Library District and the Fire Marshal.

Priority of Use:

Library sponsored events are given priority for use of all Meeting Rooms. Thereafter, rooms are reserved on a first come, first served basis.

Reserving a Room:

Meeting Room reservations can be made by contacting the library directly. The Paonia Conference Room requires the user to complete an application and submit a \$50.00 security deposit (cash or check) before using the room. The person signing the application and the sponsoring organization, if any, will be held responsible for all fees and damages caused by the applicant, sponsoring organization, employees, servants, licensees, invitees, independent contractors, members, or participants. Applicants must be age 21 or older. The Library Board of Trustees reserves the right to review any and all applications and may reject in its sole discretion applications that do not comply with this policy.

Reservation Limitations:

Meeting Rooms may be reserved up to one month in advance. The library encourages groups to limit their use of the Meeting Rooms to one day per month. To promote the accessibility of the meeting rooms to a wide variety of community groups, the library may limit the number of meetings scheduled by any particular organization.

Hours of Use:

Meeting Rooms, with the exception of the Paonia Conference Room, are available for use during library hours only. The Paonia Conference Room may be reserved for use prior to library opening or after library closing, pending prior arrangements. The library reserves the right to deny a reservation based on availability of staff. No reservations may be made for use of any meeting rooms on library-observed holidays or on Sundays. Library hours are different in each branch and subject to change without notice.

Meeting Room Use Fees:

There is no fee for using the library Meeting Rooms during library hours, except for the Paonia Conference Room, which requires a security deposit prior to use. A security deposit of \$50.00 is required for use of the Paonia Conference Room for all non-library sponsored events. The deposit will be returned after the use of the room, unless the room is left unclean or damaged in which case the deposit will be forfeited. If any meeting room is left dirty or damaged, we will charge our cost for cleaning and/or repair.

Equipment Available For Use:

Equipment must be reserved in advance to ensure availability. There is no charge for using any of the equipment. Equipment must be used in accordance with operating instructions and is available for use in the library only:

- Projection Screen (in Conference Rooms only)
- Digital Projector
- VCR/DVD Player
- TV/VCR
- Sound System

Equipment is not available at all locations. Meeting room users must make prior arrangements for instructions on equipment use. Library staff are not available at the time of program for equipment support.

Set-up and Clean-up:

The group using a Meeting Room is responsible for all set-up and clean-up, which must take place during the time frame for which the room is reserved. The group using the room must return it to the same condition in which it was found before leaving. Nothing may be attached or mounted to the outside of the library building or placed in the room windows facing the street unless it is related to a library sponsored event. Nothing may be attached or mounted to Meeting Room walls without prior permission in writing from the Library Director or his/her designee. Signage to be posted in the library for events in meeting rooms must be approved by the Library Director or his/her designee. Trash removal is the responsibility of the group using the Meeting Room.

Food and Beverage Policy:

Covered beverages are allowed throughout the libraries. Food is allowed in the three Conference Rooms only, unless part of a library sponsored event. Any person or organization wishing to serve alcohol must obtain necessary approvals required by the Town or City and/or the State of Colorado Department of Revenue. All such events must be approved in advance by the District Director or his/her designee. In addition, organizations may be required to execute additional indemnification or related agreements deemed necessary by the Library Director. Smoking is prohibited in library facilities and within 50 feet of the library building.

Damages and Liability:

The person or organization using a Meeting Room accepts full liability for any losses or damage beyond normal wear that may occur to library facilities or equipment while in use by said person or organization. The person or organization fully releases and discharges the Library District and its directors, employees, and agents from any and all claims for injuries, including death, and/or property damage and any other damages or losses which may arise or which may be alleged to have arisen out of, or in connection with the meeting.

This policy is subject to change without notice.