

Carbon County Library System

Meeting Room Policy

Meeting space within the Carbon County Library System is available without charge to all organizations engaged in educational, cultural, intellectual, charitable or civic activities serving the communities in Carbon County.

In permitting use of Library meeting rooms, neither the Library nor its Board advocates or endorses the viewpoints expressed by any group using the facilities.

RULES:

1. Library activities take precedence over other uses of the rooms. Use of the meeting rooms may not interfere with normal operation of the Library.
2. Meetings held in a Library meeting room must be free and open to the public.
3. To use a meeting room the authorized representative for the group must complete a Meeting Room Request Form. A \$25.00 key/cleaning deposit is required.
4. No group may reserve a room for longer than three consecutive days without approval by the Director.
5. Room keys will be checked out to the authorized representative and must be returned within 24 hours of use. Failure to return keys or leave the room in a clean condition will result in forfeiture of the deposit. All trash must be removed and furniture returned to its original position. Rooms must be left in usable condition with lights off and doors locked.
6. Arrangements must be made to pick up a key in advance if the Library will not be open at the time the room will be used. If a Library staff member is called to open the meeting room during non-working hours, a \$25.00 fee will be charged.
7. Reservations may be cancelled at any time. Please call the Library as soon as possible so that the room will be available for other groups.
8. Food is allowed in the meeting rooms. It is the responsibility of the group to provide plates, cups, napkins, utensils, etc. Alcoholic beverages and smoking are not permitted.
9. The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library and are not responsible for their equipment, supplies, materials, clothing or any personal possessions.
10. Groups using the rooms are responsible for restitution for any damage to equipment or to the rooms through misuse, carelessness or vandalism. Groups using the meeting rooms after library hours are responsible for building security.
11. Groups using the rooms are responsible for staying within the posted capacity of the room. All children's groups using the rooms must be under adequate adult supervision.
12. The Library Director has the final authority to approve individual meeting situations. Appeals may be made in writing to the Board.