

Carbon County Library System

Meeting Room Policy

The Carbon County Library System provides meeting rooms for library related programs. When not in use by the Library, the meetings rooms are available to groups under guidelines approved by the Library Board. Use of the meeting rooms may not interfere with normal operation of the Library.

Purpose & Fees

The meeting rooms may be used for non-commercial and commercial activities. Meeting rooms are available free of charge to governmental groups.

Meeting rooms are available free of charge to groups when all the following occur:

- the meeting is open to the public
- the meeting is free to attend and participate in fully
- there is no selling or solicitation of goods or services

Fees of \$5/hour (\$25/day maximum) are charged when any of the following occurs:

- meeting is closed to the public,
- admission fees are charged,
- there is business related activity

All fees must be paid by the day the room is used.

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

All publicity prepared by an organization concerning meetings must carry the name and phone number of the sponsoring organization. The library cannot be identified as a sponsor, nor may the library's telephone number be used as a contact number for the organization.

Keys

Meeting rooms are available for public use during and after regular hours of operation. An outside door key may be obtained from a library staff member. Room keys will be checked out to the authorized representative and must be returned within 24 hours of use. If keys are not returned, all replacement charges will be the responsibility of the group. Replacement charges may be over \$300 per key.

Acceptable Use

Food is allowed in the meeting rooms. It is the responsibility of the group to provide plates, cups, napkins, utensils, etc. Alcoholic beverages are not permitted. No red colored drinks or glitter are allowed.

Cleaning

Cleaning costs and damages will result in the loss of deposit and may involve additional fees. Groups are responsible for all set up, tear down, cleaning and returning the room to its original condition.

Frequency of Use

Reservations may be made up to 60 days in advance. Meeting room may be reserved no longer than three consecutive days.

Library Equipment

Some library equipment may be borrowed based on availability. Equipment must be reserved prior to the meeting. Additional deposit fees may apply and limited technical assistance is available.

Cancellations

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

Liability

The Library Board and staff 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.

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.

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.

To Request A Meeting Room

To use a meeting room, the authorized representative for the group must complete a Meeting Room Application. A \$50.00 key/cleaning refundable deposit is required.

Exceptions

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