

# **Delta County Public Library District (DCPLD)**

*“Serving and Empowering People  
Providing Resources for Life, Leisure, and Learning”*

**The Board of Trustees of Delta County Public Library District (Board) adopts and makes public the following written policy:**

## **MEETING ROOM POLICY**

### **Revision Dates and General Definitions**

This revision dated 09/20/2017 overrides all previous versions of **Delta County Public Library District MEETING SPACE POLICY** and any verbal/oral policies, actions and behavior in existence prior to this date.

No individual has the authority to override the provisions contained in DCPLD’s policies either orally or in writing, or by their actions.

Delta County Public Library District 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. Such groups may include local governments, schools, civic organizations, public service organizations, religious organizations, political parties, and non-profit educational, charitable and artistic organizations. Because of the Library District's position as a community tax supported entity, the library buildings are government buildings and thus use of the facilities must comply with the Colorado Fair Campaign Practices Act. Further, as a tax supported entity, the DCPLD restricts activities within its meeting rooms to non-profit use.

### **Meeting Room Descriptions:**

Paonia: Meeting Room (capacity 45-50); Study Room P1 (capacity 10-12); Study Room P2 (capacity 6-8)

Delta: Meeting Room (capacity 40-45); Study Room D1 (10-12)

Crawford: none

Cedaredge: Conference Room (capacity 18-20)

Hotchkiss: attached to Memorial Hall which is a separate entity; contact the library for details.

Each meeting room has limitations subject to circumstances and purposes of events. Attendance must not exceed posted limitations established by the Library District and the Fire Marshal. If room capacity is exceeded or the event causes disruption to the orderly operation of the library, said event will be terminated.

## **Priority of Use**

Library events and library-sponsored events (such as Literacy programs, ESL classes, friends and foundation events, etc.) are given priority for the use of the meeting rooms. Thereafter, available rooms are reserved on a first come, first served basis. See reservation limitations below.

Permission granted to use library meeting rooms in no way constitutes endorsement of the policies or beliefs of any organization. Groups using library meeting rooms must not use advertising or publicity which in any way implies that their programs are sponsored, co-sponsored or approved by the DCL, unless written permission to do so has been previously given by the District Director. Organizations or individuals may not use a library's name or address as their own address or headquarters location. Groups or organizations may not store supplies or belongings of any kind in the libraries. Because the District's facilities are public, total privacy cannot be guaranteed to any group using library meeting space.

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

The only exceptions are organizations that fall under the umbrella of a 501(C)3 designation, governmental units and educational institutions, which may use the library meeting rooms for fund-raising activities.

Meeting rooms may be used for political candidate forums or ballot issue forums as specified under the Colorado Fair Campaign Practices Act (FCPA). Library facilities may be used for non-partisan events such as debates and/or forums in which all candidates and/or perspectives are represented. FCPA regulations prohibit the use of governmental facilities for partisan campaigning.

## **Reservation Limitations**

Meeting rooms may be reserved up to one month in advance. To promote the accessibility of the rooms to a wide variety of community groups, the library may limit the number of meetings scheduled by any particular organization. Library meeting rooms are intended for wide community use and shall not be considered a permanent meeting or storage location for any group or organization. Availability of facilities is not guaranteed.

## **Reserving a Room**

Meeting room reservations can be made by contacting the library directly. The Paonia Meeting Room requires the user to complete an application and submit a \$50.00 security deposit (cash or check) prior to using the room. The person signing the application and the sponsoring organization, if any, will be held responsible for all fees, and any damages caused by the applicant, sponsoring organization, employees, vendors, independent contractors, members, or participants. Applicants must be 21 years of age 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.

## **Hours of Use**

With the exception of the Paonia Meeting Room, library meeting and conference rooms are available for use during library hours only. The Paonia meeting room may be reserved for use

outside of library hours pending prior arrangements, including a key deposit. The Library District reserves the right to deny a reservation based on availability of staff. Reservations for use of any meeting rooms on Sundays or library-observed holidays will not be accepted. Library hours are different for each branch and subject to change without notice.

### **Meeting Room Use Fees and Liability**

There is no fee for using the library meeting rooms during library hours with the exception, as stated previously, of the Paonia Meeting Room, which requires a security deposit of \$50.00 prior to use. 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, the DCL will charge for the cost of cleaning and/or repair. The person or organization using a meeting room assumes 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 are alleged to have arisen out of, or in connection with, the meeting.

### **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 Screens (large meeting 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 instruction on equipment use. Library staff are not available at the time of the 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. Nothing may be attached or mounted to the outside of the library building or placed in the room's windows facing the street unless it is related to a library sponsored event. Nothing may be attached or mounted to the meeting room walls without prior permission, in writing, from the Library Manager or his/her designee. Signage to be posted in the library for events in meeting rooms must be approved by the Library Manager 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 only in the large meeting rooms 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 as deemed necessary by the Director. Smoking is prohibited in library facilities and within 50 feet of the library building. Dish washing is not permitted in meeting room sinks nor are kitchen facilities available.

Approved by DCPLD Board of Directors

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Date

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Secretary