Delta County Public Library District

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

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

Meeting Room and Study Room Policy

Revision Dates and General Definitions

This revision dated 02/20/2019 overrides all previous versions of Delta County Public Library District MEETING ROOM AND STUDY ROOM 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 the Delta County Public Library District’s (hereafter referred to as the District) policies either orally or in writing, or by their actions.

As part of its mission, the District welcomes the use of its meeting rooms for the presentation and exchange of information and ideas and welcomes the use of its study rooms by individuals for learning and the exchange of information and ideas.

Meeting Room and Study Room Descriptions

Cedaredge: Meeting Room (capacity 18-20).

Crawford: Reading area in the library may be used for community meetings (capacity 10-12).


Hotchkiss: Memorial Hall, which is attached to the library, is operated separately from the library by a local organization and can be used for meetings and events. Contact the library for details.

Paonia: Meeting Room (capacity 45-50). Study Room (capacity 10-12).

Each meeting room and study room has limitations subject to circumstances and purposes of use. Attendance must not exceed posted limitations established by the District. 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 and study rooms. Thereafter, available rooms are reserved on a first-come, first-served basis. See reservation limitations below.

Conditions for Use

Approved by DCPLD Board of Trustees 02/20/2019
Groups or individuals agree to abide by all regulations of the District relating to the use of the rooms, including the Acceptable Use of the Library Policy.

Permission granted to use library meeting rooms and study rooms in no way constitutes endorsement of the policies or beliefs of any group or individual.

Groups using library meeting rooms must not use advertising or publicity that in any way implies that their programs are sponsored, co-sponsored, or approved by the District. Groups using the meeting rooms or individuals using the study rooms may not use a library's name or address as their own address or headquarters location. Groups or individuals 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 or individual using library meeting rooms or study rooms. The District reserves the right for library staff or representatives to enter any reserved meeting room or study room at any time for any purpose and further reserves the right, although do not assume a duty, to eject any objectionable person or persons from the library premises.

Groups or individuals are not permitted to use the library meeting rooms or study rooms for profit-making activities. No admission may be charged. No products or services may be advertised, solicited or sold. The only exceptions are District events, including events conducted by District friends and foundations.

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

Hours of Use
With the exception of the Paonia meeting room, library meeting rooms and study rooms are available for use only during library hours. The District reserves the right to deny a reservation based on availability of staff. Reservations for use of any meeting rooms or study rooms on library-observed holidays will not be accepted. Library hours are different for each library and subject to change without notice.

The Paonia meeting room may be reserved for use outside of library hours pending prior arrangements and may not be used before 7:00 a.m. or after 11:00 p.m.

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 group. Meeting rooms are intended for wide community use and shall not be considered a permanent meeting or storage location for any group. Availability of meeting rooms is not guaranteed.

Study rooms may be reserved up to one week in advance. To promote the accessibility of the rooms to a wide variety of community members, the library may limit the number of uses by any particular individual. Study rooms are intended for wide community member use. Availability of
study rooms is not guaranteed.

Reserving a Room
Meeting room and study room reservations can be made by contacting the library directly. All groups using library meeting rooms must complete a Meeting Room Reservation Application.

There is no application for reserving a study room.

Groups that wish to use the Paonia meeting room outside of normal library hours must arrange with library staff for meeting room access.

For meeting room reservations, the authorized agent of the group must be 21 years of age or older. The Library Board reserves the right to review any and all applications and may reject, in its sole discretion, applications that do not comply with this policy.

Use Fees and Liability
There is no fee for using library meeting rooms or study rooms.

If any meeting room or study room is left dirty or damaged or if the key to the Paonia meeting room is lost or damaged, the District will charge for the cost of cleaning and/or repair of the room and for the cost of replacing the key and/or re-keying the door.

The group or individual using a meeting room or study 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 group, its employees, vendors, independent contractors, members, or participants, or by said individual. The group or individual fully releases and discharges the 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 use of the meeting room or study room.

Equipment Available for Use
All libraries have some equipment available for use only in the library meeting rooms. Equipment must be reserved in advance to ensure availability. There is no charge for using equipment in the meeting rooms. Equipment must be used in accordance with operating instructions. Users must make prior arrangements for reserving equipment and for instruction on equipment use. Library staff will not be available for equipment support during the reserved use of the room. Refer to the Meeting Room Reservation Application for reserving available equipment.

Individuals using the study rooms may check out some equipment with a library card.

Set Up and Clean Up
The group or individual using a meeting room or study 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 or individual using the room must return it and any equipment used in the same condition it was prior to the meeting. The group or individual shall not do any act or suffer any act to be done during use or occupancy which will in any way mar, deface, alter, injure, or damage any part of the room or library.

Food and Beverages
Food and beverages are allowed in the meeting rooms and beverages are allowed in the study rooms, in accordance with the Acceptable Use of the Library Policy.
Alcohol may only be served in meeting rooms upon obtaining a special events liquor license. All such events must be approved in advance by the District Director or his/her designee.

Approved by Delta County Public Library District Board of Trustees

President

Secretary

Date

Date