

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 (Library Board) adopts and makes public the following written policy:

MEETING ROOM, STUDY ROOM AND PAONIA LIBRARY AMPHITHEATER USE POLICY

General Definitions

This revision dated 04/21/2021 overrides all previous versions of **Delta County Public Library District MEETING ROOM, STUDY ROOM AND PAONIA LIBRARY AMPHITHEATER USE 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.

The District welcomes public use of its meeting venues in keeping with the District’s mission “to serve and empower people by providing resources for life, leisure and learning.

Meeting Room, Study Room and Amphitheater Descriptions

Cedaredge: Meeting Room (capacity 18-20).

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

Delta: Meeting Room (capacity 40-45). Study Room 1 (capacity 4). Study Room 2 (capacity 4).

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).

Paonia Library Amphitheater: Amphitheater use includes use of the library’s public restrooms and must not conflict with meeting room use unless both the amphitheater and meeting room are reserved together. (No specific capacity limit.)

Each meeting room, study room, and the amphitheater 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 and library programs, ESL classes, friends and foundation events, etc.) are given priority for the use of the meeting rooms, study rooms, and the Paonia Library amphitheater. Thereafter, available rooms and amphitheater will be reserved on a first-come, first-served basis. See reservation limitations below.

Conditions for Use

Groups or individuals agree to abide by all regulations of the District relating to the use of the rooms, including the District's Acceptable Use of the Library Policy. Groups agree to abide by all regulations of the District relating to the use of the Paonia Library amphitheater, including the District's Acceptable Use of the Library Policy and the Town of Paonia's Municipal Code, which includes restrictions for animals and noise.

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

Groups using library meeting rooms or the Paonia Library amphitheater must not use advertising or publicity that in any way implies that their programs are sponsored, co-sponsored, or approved by the District. Groups or individuals using the meeting rooms, study rooms, or the amphitheater may not use the 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 or on Paonia Library premises.

Because the District's facilities are public, total privacy cannot be guaranteed to any group or individual using library meeting rooms, study rooms, or the Paonia Library amphitheater. The District reserves the right for library staff or representatives to enter or access any reserved meeting room, study room, or the amphitheater 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, study rooms, or the Paonia Library amphitheater 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 and grounds are government property, and thus, use of the buildings or grounds must comply with the Colorado Fair Campaign Practices Act (CFCPA). Meeting rooms and the Paonia Library amphitheater may be used for political candidate forums or ballot issue forums as specified under the CFCPA. Meeting rooms and the amphitheater 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 property for partisan campaigning.

Hours of Use

With the exception of the Paonia Library meeting room and the amphitheater, 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 Library 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. The Paonia Library amphitheater may be reserved for use outside of library hours pending prior arrangements and may not be used before 7:00 a.m. or after 10:00 p.m.

Reservation Limitations

Meeting rooms and the Paonia Library amphitheater may be reserved up to one (1) month in advance. To promote the accessibility of the rooms and the amphitheater to a wide variety of community groups, the library may limit the number of meetings or events scheduled by any particular group. Meeting rooms and the amphitheater are intended for wide community use and shall not be considered a permanent meeting, storage, or event location for any group. The Paonia Library meeting room and the amphitheater may be reserved together. Availability of meeting rooms and the amphitheater is not guaranteed.

Study rooms may be reserved up to one (1) 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 or Paonia Library Amphitheater

Reservations of meeting rooms, study rooms, and the Paonia Library amphitheater can be made by contacting the library directly. All groups using library meeting rooms and the amphitheater must complete a Meeting Room and Paonia Library Amphitheater Reservation Application.

There is no application for reserving a study room.

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

For reservations of meeting rooms and the Paonia Library amphitheater, 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, study rooms, or the Paonia Library amphitheater.

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

The group or individual using a meeting room, study room, or the Paonia Library amphitheater assumes full liability for any losses or damage beyond normal wear that may occur to library premises, equipment and/or furniture 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, study room, or amphitheater.

Equipment and Furniture Available for Use

All libraries have some equipment and furniture (tables and chairs) 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 or furniture in the meeting rooms. Equipment must be used in accordance with operating instructions. If any equipment or furniture is damaged, the District will

charge for the cost of repair and/or replacement. 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 and Paonia Library Amphitheater Reservation Application for reserving available equipment.

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

Equipment, furniture (tables and chairs), and shade sails and umbrella are not available for use with the Paonia Library amphitheater.

Set Up and Clean Up

The group or individual using a meeting room, study room, or the Paonia Library amphitheater is responsible for all set up and clean up, which must take place during the time frame for which the room or the amphitheater 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. Groups using the Paonia Library amphitheater must return it in the same condition it was prior to the event, including depositing all trash in the Library's dumpster. 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, library, or amphitheater.

Food and Beverages

Food and beverages are allowed in the meeting rooms and the Paonia Library amphitheater and beverages are allowed in the study rooms, in accordance with the Acceptable Use of the Library Policy. Glass beverage containers are prohibited in the amphitheater.

Alcohol may only be served in meeting rooms or the amphitheater 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 _____ Date _____

Secretary _____ Date _____

Approved 05/20/2009
Revised 06/16/2010
Revised 09/20/2017
Revised 2/20/2019
Revised 04/21/2021