

# Meeting Room Procedure

The policy of the Lone Cone Library District is to allow organizations and groups to use library meeting rooms when those facilities are not needed for activities sponsored in whole or in part by the Library District. Such permission is revocable and does not constitute a lease. Permission to use a meeting room of the Lone Cone Library does not imply endorsement of the aims, policies, or activities of any group or organization.

***Exceptions to this policy may be made at the discretion of the Library Director. This policy is subject to change without notice.***

## ROOMS AVAILABLE FOR PUBLIC USE

The Library has five rooms available for public use:

1. Multipurpose Rooms 1 and 2:
  - a. These rooms can be used together as one room or individually
  - b. Room 1 is at the North end of the space. It contains a projector and drop down screen on the North wall for use when the rooms are combined.
  - c. Room 2 is at the South end of the joint space and has access to the kitchen. These rooms can be used after hours.
2. Conference Room
  - a. This room can be used after hours.
3. Study Rooms 1 and 2
  - a. These rooms may be booked in advance or used by patrons whenever they are vacant. Bookings made within 24 hours of desired usage will need to be called into the library. 970-327-4833
  - b. Rooms may only be booked for two hours. If there is no one waiting for the room, patrons may be able to use it longer at the discretion of staff.
  - c. These rooms may NOT be used after hours.

## ELIGIBILITY FOR USE OF A MEETING ROOM

Permission to use a library meeting room may be granted to for-profit, private, or non-profit groups and organizations.

Groups using library meeting rooms must not use advertising and publicity that implies that their programs are sponsored, co-sponsored or approved by the Library. Groups using Library meeting rooms must indicate the sponsoring organization on all publicity materials. Organizations may not use the Library's name or address as their own address or headquarters location. Attendance must not exceed posted limitations established by the Library District and the Fire Marshal.

## PRIORITY USE OF MEETING ROOMS

Library sponsored events are given priority for use of the Meeting Rooms. Thereafter, rooms may be reserved on a first come, first served basis. **NOTE: Same day reservations available at staff discretion and availability.**

## HOURS OF USE

The study rooms shall be available only during normal business hours of the Library. The Multipurpose and Conference rooms may be used outside of normal business hours. All events must comply with Town Noise Ordinances which go into effect at 9 pm on weekdays and 11 pm on weekends (Friday and Saturday nights). Renters should be cleaned up and out of the building by midnight. (Town Land Use Code p. 102) A code to access Multipurpose and Conference rooms for use of the space before or after library business hours, if needed, will be issued to the renter no more than two days prior to the event, and will be deactivated the day after the event.

## CONDITIONS FOR USE

The Lone Cone Library District may impose conditions for the use of its meeting rooms to ensure that public or private property is not damaged through use of its facilities and to ensure that the comfort, convenience, safety, or welfare of the public or the library staff is not disturbed. Unlawful activity shall not be permitted in meeting rooms or on library premises. Such activity shall be a basis to deny current and future use of Lone Cone Library District meeting rooms by groups or individuals violating this policy. The Library reserves the right to terminate a meeting in progress if Library staff deems the meeting to be disruptive to library operations.

The Library District reserves the right to revoke or modify permission to use its meeting rooms or to modify conditions imposed on the use of those rooms, where necessary, to adapt to the library's primary purpose or the operational needs of the library. The District further reserves the right to deny applications for use based on the availability of space, the number of users as specified in the application, the potential for disruption of library operations, potential health hazards, frequency of use, or requests for space by other groups or organizations.

The Federal Copyright Act (Title 17 of the U.S. Code) requires that a public performance license must be obtained for public presentation of a movie or other copyrighted work. The Lone Cone Library District requires this license to be acquired by persons or organizations wishing to present a movie or other copyrighted performance and submit the license to the Office Manager prior to the event. A site license for a public performance at the Lone Cone Library facility does not imply Library sponsorship of the performance or Library affiliation with any organizations or persons scheduling the public performance.

The Library District does not provide babysitting or daycare services. Children under the age of 8 are not to be left unattended in the library while parents attend meetings during operating hours.

## USE FEES

Multipurpose rooms	0-4 hours Charge	Daily Charge	Alcohol Deposit	Cleaning fee
Non-Profit Registered Entity (Taxes waived)	\$20	\$60	\$100	\$20
Private Use	\$30	\$80	\$100	\$20
For-Profit/Public Event	\$40	\$100	\$100	\$20
A/V System	\$25 Flat fee			
Kitchen Use	\$50 Flat fee		Can only be used when booking BOTH rooms or the South Room. Includes dishes and supplies available in the kitchen.	
Conference Room	Hourly Charge	Daily Charge	Alcohol Deposit	Cleaning fee
Room Use	\$5			
A/V System	\$25 Flat fee			
Study Rooms	Hourly Charge	Daily Charge	Alcohol Deposit	Cleaning fee
No charges				

## SECURITY DEPOSITS

A security deposit of **\$100.00** is required at the discretion of the Library Director for the use of the multipurpose rooms depending on the type of event. The deposit will be returned after the use of the room if the room is left clean and undamaged. Light refreshments may be served in the Conference room. No food may be served in the Study Rooms. A cleaning fee and any other costs incurred by the library may be taken out of the security deposit or charged extra.

There is an additional cleaning fee of \$15 per tablecloth, if tablecloths are part of the reservation.

Food may be served in the Multipurpose rooms, but not taken to other areas of the Library. Groups or organizations using a meeting room are responsible for picking up refuse and leaving the room tidy. Groups will be charged for damage to rooms or furnishings beyond normal wear and tear. **Storage for the property of the organization or individuals is not provided.**

## EQUIPMENT

Equipment is available for use and is listed on the Library's website. Meeting Room users should make prior arrangements for instructions on equipment use, as Library staff may not be available at the time of program for equipment support. Fog and smoke machines are prohibited from use due to their tendency to cause fire alarms to go off.

Dishes are available for use when both rooms are combined or with South room rental. Tablecloths are available for rent at a cost of \$10 each.

## MULTIPURPOSE ROOMS

When renting Multipurpose Rooms, the renter assumes full responsibility including set up, take down, and clean-up of Multipurpose Rooms. Upon the end of the event all trash must be taken out to the dumpsters located on the south end of the parking lot. The trash cans also need to be replaced with new liners which are in the bottom of the trash cans. The kitchen area must also be cleaned.

Do not leave any leftover food in the kitchen and make sure to wipe down the counter areas as well as the stove, sink or microwave if it is used. We also ask that you sweep the areas which have been used upon the end of your event. In addition to these cleaning duties, all equipment used needs to be returned to its appropriate space in clean condition.

Multipurpose and conference room lights should **not be turned off** at departure. They are on sensors and will go off automatically. All lights controlled by the keypad by the front door need to be turned off upon exiting and lock up of the building. A cleaning fee may be charged depending on the type of event being scheduled. Food may be served in the Multipurpose rooms but not taken to other areas of the Library. Groups or organizations using a meeting room are responsible for picking up refuse and leaving the room tidy. Groups will be charged for damage to rooms or furnishings beyond normal wear and tear. Storage for the property of the organization or individuals is not provided.

## OTHER SPACE ON LIBRARY GROUNDS

Other spaces on Library grounds, such as the patio, amphitheater or lobby may be used for public or special events. Organizers of said programs will be expected to follow the terms of use set out in this policy, as applicable. Light refreshments may be served in the Conference Room. No food may be served in the Study Room.

## ALCOHOL

Liquor may be served in Multipurpose Rooms only with the proper license and is subject to applicable state laws and City ordinances. Please contact the Town Clerk at the Town Hall at 970-327-4288 for more information. A Certificate of Insurance is required. An alcohol deposit of \$100.00 is required for the use of the Multipurpose rooms for any event providing alcohol. The deposit will be returned after the use of the room is left clean and undamaged. If the room is left unclean or damaged, the deposit will be forfeited, and the user will be responsible for any costs incurred above the deposit to return the room to its original state.

If alcohol will be served, a Certificate of Insurance showing \$500,000 general liability coverage for Non-Profit and Private groups is required, and \$1,000,000 general liability coverage for For-Profit groups is required for use of Multipurpose Rooms. Contact your homeowner's or commercial insurance agent to obtain this certificate. The Lone Cone Library also partners with Gather Guard to allow renters to procure insurance for events. Information about the process can be procured from Library staff. The Lone Cone Library District should be named as additional insured on the certificate.

## TOBACCO, ELECTRONIC SMOKING DEVICES & MARIJUANA

Patrons are not allowed to bring or use electronic smoking devices, tobacco products or marijuana anywhere in the library or on library property. Tobacco cigarettes are permitted only at the designated smoking areas.

## LIABILITY

The Library District and its staff assume no responsibility or liability for the safety of persons attending events not sponsored by the District, for their personal effects, or for any rented or borrowed equipment or material.

The person or organization using a Meeting Room accepts 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 which may be alleged to have arisen out of, or in connection with the meeting. In addition, organizations may be required to execute additional indemnification or related agreements deemed necessary by the Library Director.

As part of the reservation request to use Multipurpose Rooms, the group or organization shall agree to indemnify the District against any actions or suits undertaken in relation to use of the District's meeting room and facilities. Please download and submit the Lone Cone Library District Liability Statement at the time of requesting a reservation for Multipurpose Rooms at least 72 hours prior to use of the room. The form may be submitted in person, mailed, or emailed to [reservations@loneconelibrary.org](mailto:reservations@loneconelibrary.org)

## MULTIPLE RESERVATIONS

Permission to reserve the Conference Room and Multipurpose Rooms may be granted to groups and organizations for a single meeting on a non-recurring basis. Outside groups are limited to a maximum of six bookings per year which may be made up to six months in advance. Although renewal applications may be submitted, prior use of library meeting rooms shall not automatically entitle applicants to future use.

## RIGHT OF APPEAL

Denial or grant of an application, or modification of permission already granted, may be appealed to the Library Director by any person adversely affected. The Director, in compliance with this policy, also may overrule any decision granting, denying, or modifying permission to use a library facility. Any decision by the Director in the above instances may be appealed to the Library District's Board of Trustees by any person adversely affected. All appeals shall set forth in writing the basis of the appeal and shall include a copy of the application.