



Meeting Room Use Policy

Please read the following policy before reserving your room. Requests for use of a Library meeting room implies agreement to the terms and conditions of this Meeting Room Use Policy and all other Library policies. The Pitkin County Library (Library) Board of Trustees has adopted the ALA Library Bill of Rights to help guide this policy.

When not needed for Library or Pitkin County Government purposes, Library meeting rooms are available for non-profit, government, local business, and community groups engaging in civic, educational, fraternal, cultural, intellectual, or charitable activities on an equitable basis and regardless of the beliefs or affiliations of the user or group. In order to reserve a meeting room, the responsible party must have a Pitkin County Library card in good standing.

Meeting rooms are available on a first-come, first-served basis. A meeting room reservation may be requested in person, by phone, or through the Library's website.

Permission to use a meeting room does not imply Library endorsement of the aims, policies, or activities of any group or organization. No advertisement or announcement implying such endorsement will be permitted; advertisements may not include the Library's logo and must include the following disclaimer: "This event is not sponsored or endorsed by the Pitkin County Library. For more information, please contact [insert your organization's contact information]. Access to meeting rooms is a service of Pitkin County Library." Groups using Library meeting rooms must indicate the sponsoring organization on all publicity materials.

Permission to use a meeting room is revocable and does not constitute a lease.

All users are responsible for their own set-up and clean-up of meeting room space. Users shall restore the room to its original set-up. Facilities must be left in a clean and orderly condition.

Social events not sponsored in whole or in part by the Library or Pitkin County are not permitted, nor are private parties or receptions. Examples of such excluded events are birthday parties or wedding receptions.

Government and non-profit groups may only charge reasonable admission fees, request donations, or sell merchandise upon the prior approval of the Library Director or designee. Nonprofit groups may be asked to supply a 501 c3.

Commercial groups will not be granted permission to use a meeting room to sell any material or service or promote future sales. Commercial groups allowed to use a meeting room shall be limited to those doing business in Pitkin County.

The Library reserves the right for staff to attend any meeting held in its facility.

The Library reserves the right to deny applications for any use that is potentially disruptive, or that may pose a threat to the health and welfare of the community. Denial of applications is 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, security threats, or frequency of use. The Library reserves the right to deny use of its meeting room to any group that violates, or has in the past violated, the Library's policies.

The Library Director or designee may overrule any decision granting, denying, or modifying permission to use a library facility, and reserves the right to cancel a reservation when deemed necessary due to availability of rooms, insufficient staffing, a safety hazard, or a security risk. Occasionally groups may be asked to change the time or the place of their meetings to accommodate a library program or closure. Groups will be given as much notice as possible.

The Library reserves the right to terminate a meeting in progress if library staff deem the meeting to be disruptive to library operations or a violation of this meeting room policy.

No storage is provided for the property of organizations or individuals using the Library, and the Library is not responsible for any items left in the building.

The Library does not provide babysitting or daycare services. Children are not to be left unattended in the Library while parents attend meetings.

Only approved low tack tape may be used in the meeting spaces. Nails, tacks, or staples may not be used on walls or furniture.

All technical support is the responsibility of the group booking a meeting room.

The use of alcoholic beverages at private events is prohibited unless special permission is granted by the Library Board of Trustees. The reservation request process must be initiated at least 60 days prior to any such event. Compliance with the requirements of any and all applicable state and local licensing authorities must be demonstrated. Liquor liability coverage is required with a minimum limit of \$1,000,000 each common cause, and proof of such insurance must be provided to the Library upon request.

All applicants intending to dispense or otherwise make alcoholic beverages available shall provide a bartender or other person who is not part of the event or function to dispense alcoholic beverages and this person shall be TIPS trained and certified by a local law enforcement agency. Alcoholic beverages are restricted to the meeting room. The Library Director is authorized to allow alcohol to be served at Library events.

Please notify the Library as soon as possible in the event of a meeting cancellation. Failure to notify the Library of a cancellation may jeopardize an individual's ability to reserve rooms in the future.

Please check in with a staff member when you arrive to confirm your reservation. If a group has not arrived or called to report a delay within 15 minutes of scheduled time, staff may allow others to use the room. Please notify staff upon your departure.

William R. Dunaway Community Meeting Room Guidelines

The Dunaway Room may not be reserved on a regular weekly or monthly basis. Reservations may be requested up to 6 months in advance, but a minimum of one week prior to a proposed meeting time is required. Groups are only allowed to hold two active reservations at any time.

The Dunaway Community Room can accommodate up to 125 people.

The William R. Dunaway Community Meeting Room may be reserved in advance by adults only (18 years or older.) A responsible adult supervisor must be in attendance during all times that minors are present in the meeting spaces during the period of reserved use.

A security deposit of \$200 is required for use of the William R. Dunaway Community Meeting Room for all non-Library or non-County sponsored events. If the room is left unclean or damaged, or if the room has not been cleaned and vacated before the conclusion of the reserved time period, 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. Tables, chairs, and equipment must be neatly stacked in the meeting room closet, and the kitchen area must be cleaned according to posted guidelines.

Groups must provide their own laptop computer or electronic devices to connect to the available meeting room equipment. The individual signing the use agreement will be required to schedule and receive training from a qualified staff member in advance of the meeting on the appropriate use of the library equipment, lighting, and sound systems.

Unless advance arrangements have been made for use of the William R. Dunaway Community Meeting Room outside library hours, the room must be cleaned and vacated 15 minutes prior to closing. Special permission must be granted by the Library Director or designee to use the room outside normal library hours. In no event will use be allowed earlier than 7:00 am or later than 10:00 pm. The Library and library staff will be unavailable after closing, but you will have access to the meeting room and restrooms. It is mandatory that any cancellations are reported at least one week in advance so that doors may be programmed accordingly.

The applicant shall procure and maintain insurance against claims for injury to persons or damage to property which may arise from or in connection with the use of the Dunaway Meeting Room. Insurance coverage shall have limits of liability not less \$1,000,000, each common cause with a \$1,000,000 aggregate. An umbrella and/or excess liability policy may be used to meet the minimum liability requirements. Proof of insurance shall be given to the Library upon request.

Small Meeting Room Guidelines

The library has small meeting rooms that patrons can use free of charge. Reservations made for small meeting rooms are limited to one two-hour session per day per library card number. The small reservable meeting rooms may be requested up to 6 months in advance of the date needed, and only 2 active reservations may be held at any time. These rooms may be reserved by individuals aged 13 years or older.

Small meeting rooms can accommodate up to 12 people.

Light snacks and covered drinks are allowed in small meeting rooms.

Three small meeting rooms are equipped with flat-screen monitors. Groups must provide their own laptop computers or electronic devices to connect to the meeting room equipment. If assistance is needed to connect to the audiovisual equipment provided, a basic training session may be scheduled with a library staff member prior to the meeting.

Small meeting rooms are available only during the library's normal business hours and must be vacated 15 minutes before closing.

This policy was last reviewed on March 12, 2025, by the Pitkin County Library Board of Trustees.