

# Basalt Regional Library District

## Meeting Spaces Policy

### Board Policy

It is the policy of the Basalt Regional Library District (“District”) to offer its public meeting and study room spaces for use by the community, subject to certain requirements.

### Administrative Policy

Basalt Regional Library (“Library”) staff will maintain the Library’s equipment and public meeting spaces and make the spaces available during normal business hours to civic, non-profit organizations for the purpose of conducting community or business-related meetings.

### Procedures

The following procedure has been adopted by the District to safeguard the Library’s equipment and meeting spaces.

#### Community and Conference Rooms

- Library-related events will have first priority for the use of the Library’s meeting spaces. Otherwise, Library meeting spaces may be scheduled on a first come, first served basis to civic, non-profit, and business organizations. Groups may use the meeting spaces at a cost of \$25 per hour per room. It is the intent of this policy to limit the use of the meeting spaces to community or business-related meetings during regular library hours. Social events not sponsored in whole or in part by the District are not permitted. Organizations hosting events sponsored or co-sponsored by the District will not be charged for use. Any group seeking to use the meeting spaces (hereinafter “Lessee”) will be required to sign a rental agreement and present a \$100 security deposit on the day of the meeting for each and every meeting room reservation in addition to a separate check for the meeting room fee.
- Lessee will be fiscally responsible for any and all damages to the facility and/or equipment. Lessee will provide a \$100.00 security deposit that will be refunded if the meeting spaces are returned in a clean condition, free of any damage. Library staff will open and inspect the meeting spaces before the commencement of the reserved time and again at the end of the reserved period of use. In the event the meeting spaces are not returned to the District in good condition the District may apply the security deposit toward the cost of any and all repairs or cleaning. Lessee remains responsible for any damage or cleaning fees in excess of the security deposit.
- Lessee must assume full responsibility for any loss or injuries that occur during the reserved times. The District provides no liability or other insurance to cover medical expenses, dental expenses, hospitalization and/or disability for any individuals attending a scheduled event.

The District assumes no responsibility for loss or damage to equipment or items brought into the Library or any liability that might arise through the use of the meeting spaces.

- Lessee agrees not to place holes in the walls of the meeting spaces with tacks or staples. Additionally, only approved low tack tape may be used in the meeting spaces.
- Audio-visual equipment is available for use. Lessee shall indicate on the meeting spaces rental agreement any equipment needed during the period of reserved use. The individual signing the rental agreement will be required to receive training from a qualified staff member on the approved uses of the District's equipment including but not limited to the Nomad, Smartboard, projectors, etc. Lessee will be responsible for any and all damage to Library equipment, furniture, and/or the physical condition of the meeting spaces.
- All groups using the Library meeting spaces must adhere to any and all applicable established policies of the District and any and all other applicable laws and regulations.
- Staff members may enter meeting spaces or study rooms at any time to ensure compliance with all Library policies.
- 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.
- Smoking and firearms are not allowed in the meeting spaces or otherwise inside the Library premises. Alcohol may be permitted in the meeting spaces with prior consent from the Library's Executive Director after demonstrated compliance with the requirements of any and all applicable state and local licensing authorities. Organizations wishing to provide alcohol must sign a waiver releasing the District of any and all liability resulting from the distribution or consumption of alcohol.
- Lessee will adhere to the Community Room occupancy limitation of 84 people and the Conference Room occupancy limitation of 15 people.

### **Study Rooms**

- The Library has four "self serve" (sign up sheets are on the door) Study Rooms, which can be used free of charge by patrons.
- The large study room, room 113, located on the west side of the adult area, can be reserved by patrons using the sign-up sheet located on the outside of the study room. The large study room accommodates up to six people.
- The medium size study room, room 115 is utilized in the same manner as room 113. This study room accommodates up to four people. Both rooms 113 and 115 have a two hour limit per use.
- The two smaller study rooms, study rooms 114 and 116 (located on the east side of the adult area) are first come, first serve and do not require a reservation. The smaller study rooms accommodate between 2 and 4 people depending on the room.

Policy Review Date: August 2015