



BASALT REGIONAL LIBRARY DISTRICT MEETING SPACES POLICY

It is the policy of the Basalt Regional Library District (BRLD) to offer its public meeting spaces for use by the community, subject to certain requirements. BRLD has two meeting spaces.

The Community Room is located on the southeast corner of the building and is accessible from the lobby. This room accommodates up to 84 people. This room has a kitchen available as well as presentation and video conferencing hardware available upon request.

The Conference Room is located on the west end of the lobby. This room accommodates up to 15 people. This room has presentation and video conferencing hardware available upon request.

DETAILS ABOUT THE MEETING SPACES:

	COMMUNITY ROOM	CONFERENCE ROOM
Available hours	7am to 10pm	7am to 10pm
Occupancy limit	84	15; 8 to 10 comfortably
Kitchen access	Yes	No
Podium	Yes	Yes
Projector and screen	Yes	No
TV monitor	No	Yes
Sound system	Yes	No
Video conferencing hardware	Available upon request	Available upon request
Presentation remote pointer	Available upon request	Available upon request
Whiteboards	Yes	Yes

HOW TO RESERVE THE MEETING SPACES:

- BRLD programs and events will have priority for the use of the meeting spaces.
- Non-library events are scheduled on a first-come, first-served basis.
- Groups may book library meeting spaces up to 35 days in advance, and spaces must be booked at least 48 hours in advance.
- Any group seeking to use the meeting spaces is required to sign a rental agreement and present a \$100 security deposit for each meeting space reservation. The reservation will not be considered complete until the security deposit is collected. If multiple reservations are made at once, the deposit, if unused, shall roll over to the next reservation. However the deposit will not be kept on file for future reservations not made at the time of the original reservation.
- Security deposits will be returned if the meeting spaces are returned in a clean condition, free of any damage.

REQUIREMENTS FOR USE:

- The [BRLD Patron Behavior Policy](#) applies to all people using any meeting space.
- A responsible adult must be in attendance when minors are present in the meeting spaces.
- User is required to receive training from a qualified staff member on the approved uses of BRLD's equipment.
- Private parties (baby showers, wedding showers, birthday parties, memorial services, wakes, fundraisers, retirement parties, graduation parties, etc.) are not permitted in BRLD meeting spaces.
- User agrees not to create holes in the walls of the meeting spaces with tacks or staples. Only approved low tack tape may be used in the meeting spaces.
- User is financially responsible for any and all damages to the facility and/or equipment and must assume full responsibility for any loss or injuries that occur during the reserved times.
- Movies shown or recordings played must have the appropriate public performance rights. Obtaining the license and all applicable fees are the responsibility of the group. Proof of public performance rights shall be provided to the concierge prior to the event date.
- All trash, recycling, and compost must be deposited in the proper receptacles.
- If the meeting is not advertised as being "open to the public," Users have the right to limit attendance. However, library staff members cannot be expected to enforce or ensure the privacy of any meeting.
- Commercial enterprises, such as small businesses, may use the room to present informational programs, but may not sell products or services in the library.

IN ADDITION:

- Meeting room users may request that their meeting be included in the library's online events calendar.
- Staff members may enter meeting spaces or study rooms at any time to ensure compliance with all BRLD policies.
- Library staff will open and inspect the meeting spaces before and after the reserved period of use.
- In the event the meeting spaces are not returned to BRLD in good condition, BRLD may apply the security deposit toward the cost of any and all repairs or cleaning. User is responsible for any damage or cleaning fees in excess of the security deposit.
- No storage is provided for Users' belongings, and BRLD is not responsible for anything left in the building.
- Posters may be posted on the community bulletin board. No outside banners or other postings are allowed.

EXCLUSIONS, EXCEPTIONS, INDEMNITY:

- BRLD provides no liability or other insurance to cover expenses incurred by individuals attending a scheduled event.
- BRLD 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.

Policy reviewed: August 2015, November 2018, December 2022, January 2025

Policy approved: November 2018, March 2023, April 2025

- Permission to use meeting spaces does not constitute endorsement by BRLD staff or Board of Trustees. No advertisement or announcement implying such endorsement is permitted. BRLD, at its sole discretion, reserves the right to revoke meeting space privileges at any time.
- The piano is not available for use.

REQUEST FOR RECONSIDERATION:

Any community member has the right to request reconsideration of any portion of this Meeting Spaces Policy, how this policy is implemented, or any use of the meeting spaces. Appeals to this policy or reconsideration of its implementation may be submitted via the Request for Reconsideration form.