

Mesa County Public Library District

Meeting Room Policy

In keeping with the Library's intention to create welcoming spaces that serve as public commons, designated Library meeting rooms are available at no charge for use by local nonprofit community groups or individuals for informational, educational, cultural, or civic meetings and programs when the meeting rooms are not scheduled for Library purposes. Use of the Library meeting rooms does not imply endorsement by the Library, its Staff, or Trustees.

1. All meetings shall be free of charge. No admission fee, registration fee, or monetary solicitation may be sought from meeting attendees.
2. Library activities take precedence over all other meeting room activities.
3. Meeting rooms shall be available during normal business hours of each respective Branch; however, meeting rooms must be vacated 15 minutes prior to closing.
4. Room reservations are granted on a first-come, first-served basis.
 - a. On rare occasions, the library reserves the right to cancel a reservation if an essential Library use arises.
5. Meetings involving the sale, advertising, or promotion of commercial products or services are prohibited.
6. The person reserving the room is responsible for any room set-up and clean-up, and must leave the room organized as it was upon arrival.
7. No storage is provided for groups using the library, and the library will not be responsible for anything left in the building.
8. Private parties or receptions are not permitted.
9. Users agree to abide by all regulations of the library relating to the use of the facilities, including the Library Code of Conduct, and accept responsibility for all damages caused to the building and/or equipment beyond normal wear. Proposed uses that Library officials have reason to believe may pose a security threat or nuisance may be refused.
10. The Library reserves the right to require liability insurance for events held in the Community Room(s).
11. The Library reserves the right to refuse use of its meeting rooms to any group or individual that violates, or has in the past violated, the Library's rules and regulations, including the Code of Conduct.
12. Publicity for events held in library meeting rooms shall not imply endorsement or sponsorship by the Library.
13. All groups agree to compensate, indemnify and hold harmless, the Library for any damages to the meeting room(s) or other property of the Library caused by, or resulting from, the use of the meeting room.

This policy supersedes the policy dated March 26, 2009.

This Meeting Room Policy was adopted by a unanimous vote of the Library Board of Trustees in their regularly-scheduled meeting of April 25, 2013.

Barry Blanchard, President
Mesa county Public Library District, Board of Trustees