



Mesa County Libraries (MCL) support the free and open exchange of ideas on a wide range of subjects of interest to the community. To that end, the library provides meeting space free of charge for local public use regardless of beliefs or affiliations.

1. Use of MCL meeting rooms does not imply endorsement or sponsorship by the library, staff, or trustees.
2. The person/party reserving the meeting room is fully responsible for the supervision, operation, and management of their event.
3. Library activities take precedence over all other meeting room activities.
4. Meeting rooms may be available during normal business hours of each respective location; however, meeting rooms must be vacated 15 minutes prior to closing.
5. Room reservations are granted on a first-come, first-served basis.
6. All meetings shall be free of charge. No admission fee, registration fee, or monetary solicitation may be sought from meeting attendees.
7. Public use of the meeting rooms is governed by procedures establishing the time, place, and manner of use. Users of the meeting rooms must comply with procedures. MCL reserves the right to revoke meeting room use privileges at any time.
8. Private parties or receptions are not permitted.
9. Alcoholic beverages are not permitted.
10. The person reserving the room is responsible for any room setup and cleanup and must leave the room organized as it was upon arrival. If cleaning is required, a \$50 charge will be assessed.
11. No storage is provided for outside groups, and MCL will not be responsible for items left in library facilities.
12. Publicity for third party events should include they are not endorsed, sponsored, operated, or managed by MCL.
13. Users agree to abide by all MCL policies 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.
14. MCL reserves the right to require liability insurance for events held in the library.
15. All groups agree to compensate, indemnify, and hold harmless MCL for any damages to property or injury to persons caused by, or resulting from, the use of the meeting room(s).

APPROVED ON DECEMBER 14, 2023.

Alice Dow – MCPLD Board President

Mary Watson – MCPLD Board Secretary

