



Carbon County Library System

Meeting Room Policy

The Carbon County Library System, at its Encampment, Hanna, LSRV (Baggs) Rawlins, and Saratoga locations, provides meeting rooms for the general public. The meeting room policy establishes rules and guidelines for the use of the meeting room facilities. Meeting room use may not interfere with the normal operations of the library. Use of the meeting rooms by any individual or group signifies acceptance of the terms and conditions of this policy and the Carbon County Facilities Rental Application. https://carbonlibraries.org/wp-content/uploads/2022/06/RENTAL-PACKET_ALL-COUNTY-FACILITIES.pdf

Reservations

1. Reservations may be made up to 60 days in advance.
2. Reservations may be made in person or by phone at the library to be used.
3. Rooms may be reserved for up to three consecutive days.
4. Keys are to be checked out to the responsible party's representative; it is the representative's responsibility to arrange to collect keys.
5. Keys must be returned to the library within one business day after use. (Keys may be returned via book drop after hours).
6. A Carbon County Facilities Rental Application must be submitted prior to the use of the meeting room.

Fees

1. Applicable fees must be paid prior to the use of the meeting room. Refer to Carbon County Facilities Rental Application for purposes and fees.
2. A \$50.00 refundable deposit required prior to room use for cleaning / key replacement.
3. Additional deposits/fees may be assessed for use of equipment.

Liability

1. Refer to Carbon County Facilities Rental Application, Indemnification Agreement.
2. The CCLS, Board of Directors and staff, do not assume any liability for individuals/groups using its facilities, and are not responsible for those any equipment, supplies, materials, or any other possessions.
3. Individuals/Groups using the meeting rooms are responsible for restitution for any damages to library equipment and/or building facilities.

Care and use of Meeting Rooms

1. Acceptable use of the meeting rooms requires respect for the building facilities, library users and library employees. Refer to Code of Conduct Policy for acceptable library behavior.
2. Individuals/groups are responsible for all set up, clean up and tear down of the meeting room, and for returning the room to its original condition.
3. Food and drinks are allowed in the meeting rooms.
4. Alcohol and the use of any type of tobacco product is prohibited. Refer to Carbon County Facilities Rental Application.
5. Open flames, candles, incense, or other such flammable products are forbidden unless prior authorization from the Carbon County Buildings Manager is provided.
6. Children must be under adult supervision at all times.
7. If the meeting/event takes place outside of regular library hours, the group/individual hosting is responsible for event security.
8. All individuals must vacate the premises, including all and parking lots promptly at the end of the reservation. Refer to Carbon County Facilities Rental Application.
9. All individuals must remove all of their personal items at the end of the reservation.
10. Noise levels shall be such that other building users and /or the general public shall not be disturbed.
11. The responsible party shall ensure all attendees stay within the posted capacity of the room and that individuals do not wander the grounds or facilities outside the rented area.

Library Equipment

1. Some library equipment may be borrowed based on availability.
2. Library staff may assist in setting up the equipment, but cannot assist in its operation during the event.
3. Tables and chairs are provided free of charge.

Cancellations

1. Meeting rooms may be cancelled at any time.
2. Repeated no-shows or cancellations may result in restriction of future meeting room privileges.

In adherence with the ALA Bill of Rights, the Carbon County Library System, makes its facilities and meeting rooms available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

In allowing the use of library meeting rooms, the Carbon County library System does not endorse the views expressed by groups using the facilities.

Exceptions to this policy may be made at the discretion of the Carbon County Library System Executive Director.