



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 public for the purpose of conducting lawful activities. The purpose of this policy is to establish rules and guidelines for the use of the meeting room facilities. 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. In issuing any publicity, groups may not imply that their programs are sponsored, co-sponsored or approved by CCLS.

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

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.

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.

Fees

1. A \$50.00 refundable deposit must be paid prior to the event to cover incidentals/damages, cleaning, and/or key replacement.
2. Additional deposits/fees may be assessed for use of facility and equipment. Refer to Carbon County Facilities Rental Application for purposes and fees.

Reservations

1. The Carbon County Facilities Rental Application must be submitted prior to the use of the meeting room.
2. Reservations may be made in person or by phone at the library.
3. Reservations may be made up to 60 days in advance.
4. Rooms may be reserved for up to three consecutive days.
5. Reservations are limited from 7am to 10pm Monday through Sunday.
- 6. Overnight stay is strictly prohibited.**
7. Meeting rooms may be cancelled at any time. Repeated no-shows or cancellations may result in restriction of future meeting room privileges.

Keys

1. Keys will only be issued to the individual/ group representative making the reservation.
2. Individuals/group representative are responsible to pick up the meeting room keys prior to the event during business hours.
3. Keys must be returned to the library in person within two business days after the event. (Keys cannot be returned via book drop).
4. Failure to return the keys will result in forfeit of the \$50.00 refundable deposit.

Care and use of Meeting Rooms

1. Meeting room use may not interfere with the normal operations of the library.
2. Noise levels shall be such that other building users and /or the general public shall not be disturbed.
3. 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.
4. All individuals/groups must remove all personal items at the end of the reservation.
5. Food and drinks are allowed in the meeting rooms.
6. Alcohol and the use of any type of tobacco product is prohibited. Refer to Carbon County Facilities Rental Application.
7. Open flames, candles, incense, or other such flammable products are forbidden unless prior authorization from the Carbon County Buildings Manager is provided.
8. Children must be under adult supervision at all times.
9. If the meeting/event takes place outside of regular library hours, the group/individual hosting is responsible for event security.
10. **All individuals must vacate the premises, including all and parking lots promptly at the end of the reservation. The library reserves the right to call law enforcement for extra watch to ensure all individuals have vacated the meeting room at the end of the reservation.**
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.
12. Use of the premises may be denied or terminated at any time if the conduct of any member of the group is not in compliance with the current set of governing policies or if the use of the room interferes with the needs and functions of the library.

Please refer to the Code of Conduct Policy for more information on acceptable behavior and misconduct consequences.

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