

## **Salida Regional Library Meeting Room Guidelines**

The Salida Regional Library (SRL) is aware of the need for meeting space for local groups. Making available such accommodations to the public is an additional service, which the Library has established the following conditions as guidelines.

Meeting rooms are available on a first-come, first-served basis. In fairness to all, a single group may not use the meeting room more than once a week, unless the room is available on a walk-in basis. The rooms may be booked in advance by calling SRL at 719-539-4826 or by coming into the library to reserve space. Smaller meeting rooms and the study room can be used by persons ten years of age and older. Actual booking may be done by an adult. Meeting room reservations can be made on a recurring basis, two months at a time (the current month and the next month). On the first day of the month at 9am (M-Sa) 1 pm (Sun), the additional month will open for reservations. Groups should notify SRL 24 hours in advance to cancel a reservation. If a group has not arrived or called to report a delay within 15 minutes after the scheduled time, staff may allow others to use the room.

\*Room usage is not intended for commercial/for-profit individuals, groups, or organizations. Commercial/for profit. A meeting is defined as commercial if the group sponsoring or conducting the meeting has as the purpose of the meeting to advertise, promote, or sell a product or service; or for any and all other business-related functions such as market research, interviewing applicants, etc.

### **Priority for use of meeting/program spaces:**

1. Library sponsored meetings or programs (in which Library staff or 3rd party hired by Library is present).
2. Non-profit organized sponsored meetings or programs, you may be asked to provide evidence of your 501(c)(3).
3. Community groups engaged in educational, cultural, intellectual, civic, or charitable activities (non-commercial)

### **Groups using a meeting/program space:**

- Groups and individuals may not co-host with another unspecified group/individual.
- Groups and individuals approved for the meeting, program, and study rooms may not yield/grant their meeting time to any other group/individual.
- Must provide accurate naming of the group and contact information.
- Are responsible for their own meeting room setup and takedown.
- May bring in light refreshments and will be responsible for any clean up following the meeting.
- Will be held responsible for the orderly conduct of the group, following the Library Behavior Policy (available online, at front desk, and posted within library), and will be responsible for any loss or damage to the Library property or equipment, including but not limited to expense of cleaning or repairing any damages that result from the use of the space.
- Agree to hold the Library harmless from any loss, damage, liability, costs, or expense that may result from their use of the room.
- Should any unusual cleaning need to be done as a result of a group's use of meeting/program/study rooms, a reasonable charge will be made to the group at the current rate of \$25/hour.

**Facilities:**

*Large Meeting Room (Tolkien):* A reservation application & agreement\* must be signed to reserve this meeting room. Applications must be picked up from or downloaded from the SRL website and returned to SRL.  
-max capacity 45.  
-Time of reservation dependent on activity applied for.  
- Includes: TBD tech; Kitchenette, which includes a sink, small refrigerator, coffee maker and microwave.

*Program Room (Dickens):*

-Max capacity 8  
-Includes: TBD tech  
-Time limit: up to two hours

*Program Room (Austen):*

-Max capacity 8  
-Includes: TBD tech  
-Time limit: up to two hours

\*Additional hours may be available in the Program Rooms, upon prearranged approval from the Director.

*Study Room (Seuss):*

-Max capacity 4  
-Time limit: up to two hours

Occasionally, groups may be asked to change the time or the place of their meetings to accommodate library programs. Meeting rooms may be rescheduled if a conflict with library programs occurs. Groups are given as much notice as possible.

Permission to use meeting rooms does not constitute endorsement by Salida Regional Library or its Board of Trustees or Director. No advertisement or announcement implying such endorsement will be permitted. SRL at its sole discretion, reserves the right to revoke meeting and study room privileges at any time. Any advertisement or announcement regarding reservable spaces may not include the SRL logo or suggest co-sponsorship.

**Requirement for After Hour Reservations:**

Reservations for the large meeting room may be requested for afterhours use. The room should not be available after 10 pm.

In addition to the regular rules and regulations, the reserving group must request and pay for an employee to be present in the building (not necessarily the room) during the meeting. The reserving group must pay the employee a fee of \$20/hour cash or check to be on duty, payable at time of booking the space.

**Fees:**

Meeting rooms are available free of charge.

A \$25.00 refundable cleaning fee deposit will be charged for the large meeting room only, and fee must accompany the application (cash or check only accepted). If the application is denied, the fee will be returned. Should any unusual cleaning need to be done as a result of a group's use of the Library, a reasonable charge will be made to the group at the current janitorial rate of \$25/hour.

## MEETING ROOM REGULATIONS

- A reservation for meeting room use will include the name of the group or person making reservation, date and times of meetings, nature of meeting, telephone number of contact person, and number of people attending. An application must be submitted for the large meeting room.
- Library audiovisual equipment is available to groups using the meeting room. The Library will not supply an equipment operator. If instruction in the use of the equipment is necessary, arrangements must be made with the Library Director at least twenty-four (24) hours in advance of meeting time.
- Light refreshments (equivalent to coffee and cookies) may be prepared in the kitchen and kitchenette. The Library Director must approve service of all refreshments. Groups must supply their own coffee, cream, sugar, and paper goods. Each group using the kitchen or kitchenette is responsible for cleaning up before leaving.
- No food or beverages may be stored in the Library's refrigerators other than the day of the scheduled meeting.
- All preparations for refreshments must be made in the kitchen or kitchenette areas, and not in the lobby area.
- Smoking of any kind (including vaping) is not permitted anywhere in the Library, including all meeting rooms, lobbies, restrooms, etc.
- No drugs, or contraband may be used and/or in possession of any persons on Library premises.
- Decorations must be limited to those items which can stand on the floor or a table, and which conform to fire regulations.
- Nothing may be attached to walls or ceilings of the meeting room other than walls designed for displays (i.e. designated tack board, display strip or white board). Items may not be left on display areas.
- Use of the name or address of the Library as the official address or headquarters of an organization is prohibited.
- Use of Library telephones for personal calls by members of an organization is not permitted. Library staff will not deliver personal messages to organization members.
- In fairness to all, a single group may not use the meeting room more than once a week, unless the room is available on a walk-in basis or arrangements have been made with the Library Director.
- In compliance with ADA of 1990 42 U.S.C sec 12101, service dogs (not comfort animals), area allowed to accompany patrons in the library. Colorado HB 16-1426 makes it a criminal offense to misrepresent a dog as a service dog.
- SRL does not discriminate on the basis of race, color, religion, creed, gender, gender expression, age, national origin, ancestry, disability, marital status, sexual orientation or military status.

**MEETING ROOM APPLICATION AND AGREEMENT**

Name of Organization: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Group Contact Name: \_\_\_\_\_

Group Contact Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Group Contact email: \_\_\_\_\_

Estimated Attendance of Meeting: \_\_\_\_\_

I respectfully **request** permission to use the library meeting room on the following date, or dates, at the times indicated (specify starting and ending times):

Date of Meeting	Start Time	End Time
____/____/____	_____	_____
____/____/____	_____	_____

PLEASE NOTE THE FOLLOWING: The meeting rooms must be vacated fifteen minutes before the Library is closed, unless other arrangements have been made (see requirements for afterhours use). Regular Library hours are as follows:

Monday – Friday 9:00 a.m. – 7:00 p.m.

Saturday 9:00 a.m. –5:30 p.m.

Sunday 1:00 p.m. –5:00 p.m.

Permission is requested to serve refreshments: \_\_\_\_Yes \_\_\_\_No

If yes, please list refreshments to be served (be specific):

\_\_\_\_\_  
\_\_\_\_\_

We hereby acknowledge that prior to our use of the Meeting Room, we will have, or we already have, reviewed the Salida Regional Library guidelines, rules and regulations governing the use of the large meeting room. We, individually and on behalf of the Organization, agree to abide by all such guidelines, rules and regulations regarding our use of the room. Further, the Organization will undertake its best efforts to cause all others in the room during our use thereof to abide by the regulations. We do hereby further agree to indemnify and hold harmless the Board of Library Trustees, as well as their Director, employees, and agents, from any and all claims, demands, causes of action and any and all other expense, including attorney’s fees, should any be incurred arising from or during the course of our use of the room pursuant to this Application. We shall also be responsible for any and all damage caused to the library building, the premises, and the library equipment and other personal property, whether said damage is negligently or willfully caused as a result of our use of the meeting room.

Fees must be paid at the time the application form is submitted to the Library Director. In the event the library cancels a meeting, the meeting room fees will be reimbursed.

I, \_\_\_\_\_, as the contact person of

(Please print)

\_\_\_\_\_ agree that our group will abide by the rules stated in

(Please print)

the Meeting Room Use Guidelines of Salida Regional Library.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE DO NOT WRITE BELOW THIS LINE

-----

Fee (\$25.00) cleaning deposit\*: Received: \_\_\_\_\_ Cash: \_\_\_\_\_ Check #: \_\_\_\_\_

\_\_\_\_\_ Approved: modifications or restrictions, if any:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Disapproved: Reason for disapproval, modifications or restrictions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_