

Poudre River Public Library District Meeting Room Regulations

The Poudre River Public Library District supports the free and open exchange of ideas on a wide range of subjects of interest to the community. To that end, the Library District provides meeting space, free of charge for nonprofit, community groups regardless of beliefs or affiliations.

Rooms may be reserved by nonprofit groups for meetings or programs when no Library District events are scheduled. Nonprofit groups may have membership fees as long as program admission is free and the event is open to the public. Nonprofit groups may include groups in the formative stages.

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. The Library District reserves the right to revoke meeting room privileges at any time. The Library District reserves the right to cancel any scheduled event for concerns related to safety, weather, utilities or disruption of library operations.

Use of meeting rooms by for-profit entities, even to offer a free public event/class or meeting, is prohibited. Use of the meeting rooms by individuals for public education or entertainment purposes, is prohibited. Individuals interested in offering such programs may complete a library program suggestion form, located at <http://www.poudrelibraries.org/contact/program-suggestion.php>

Any group causing damage to the rooms, furnishings or equipment will be billed for repair or replacement.

The District does not assume responsibility for lost or stolen articles, damage to property or injury to persons or groups using the rooms.

Groups using these rooms must follow all Library District Facility Regulations

Permission to use the rooms does not constitute an endorsement by the Poudre River Public Library District of any groups' policies and beliefs. Publicity for an event by a nonprofit group must not be presented in a manner which would imply Library District sponsorship of the group's event.

Room Rules and Procedures

In order to provide equitable use of meeting rooms, the following rules for use and scheduling are listed below. Future permission to use rooms may be withheld if any of these rules are violated.

A. Availability

1. Nonprofit groups may schedule a room up to eight weeks in advance.
2. Nonprofit groups may schedule one room per building every five weeks. For example, a group may reserve Council Tree Library's community meeting room on June 1, Harmony Library's meeting room on June 19, and finally, Old Town Library's meeting room on July 2. These reservations all occur within a five-week time frame, one at each of our three libraries.

3. Old Town Library meeting rooms may be scheduled for up to four (4) hours; Council Tree Library community room may be scheduled for up to three (3) at a time; and the Harmony Library Community Room may be scheduled for up to a full day at a time. **These time limits include set up and breakdown times.**
4. Groups using the rooms must completely reset and vacate the rooms by the ending time approved at the time of reservation. Rooms in all three District Libraries must be cleared 15 minutes prior to building closing.
5. Governmental entities may schedule use of the rooms as much as six months in advance.

B. Reservation Procedures

1. All rooms are reserved through the Library District's website (www.poudrelibraries.org) or the Answer Center (970-221-6740).
2. Groups must notify the Library's Answer Center as soon as possible if their reservation for a room is no longer needed.
3. Reservation information regarding events in Library District meeting rooms is made available to the public.
4. Should a group, or their representative, fail to appear at the reserved meeting room within 15 minutes after its reservation time, the room reservation is forfeited.

C. Rules of Use

1. Rooms are not available for individual use, family use or social functions.
2. No collection, monetary or otherwise, may be taken before, during or after the meeting as a requirement for attendance.
3. Use of alcoholic beverages is prohibited.
4. All groups are responsible for providing their own media equipment and any other supplies or materials needed for their meeting. Audiovisual equipment may be available. Please check at time of reservation. The Library District staff does not provide technical support.
5. Group use is limited to the confines of each community room. Groups may not use the space outside the room, the entryway to the library, or any other space in the library to display signs, setup a promotional/sign-in table, or use for any other group-related purpose.

D. Other Guidelines

1. It is the group's responsibility to provide for any special communication needs for persons with disabilities.
2. Groups may supply and serve refreshments.
3. Groups using the rooms are responsible for arranging the room to meet their needs.
4. Groups using the rooms are responsible for straightening the room after use. Groups must return tables, chairs and equipment to the standard arrangement, posted in each room.
5. All trash must be deposited in the proper receptacles.

Exceptions to these regulations may be made by the District's Executive Director, or designee, for the Old Town or Council Tree Library Community Rooms. For the Harmony Library Community Room, exceptions may be made by the College Vice President or designee, and the District's Executive Director, or designee.

12/6/12 LD/CM

03/28/12 LD

10/15/15 LD

6/14/16 CM