

## Community Room Rules of Use

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.

Nonprofit community groups using these rooms must follow all [Library District Policies](#). Users must pay costs for repair of any damage incurred. Permission to use the rooms does not constitute an endorsement by the Poudre River Public Library District of any groups' policies and beliefs.

In order to provide equitable use of meeting rooms, the following procedures and guidelines are listed below.

### Availability

- Groups may schedule a room up to eight weeks in advance.
- Groups may schedule up to one community room per building every five weeks. For example, a group may reserve Council Tree Library's Community Room on June 1, Harmony Library's Community Room on June 19, and Old Town Library's Community Room on July 2. These reservations all occur within a five-week time frame, one at each of the three libraries.
- The Old Town Library Community Room may be scheduled for up to four (4) hours; Council Tree Library community room may be scheduled for up to three (3) hours; and the Harmony Library Community Room may be scheduled for up to a full-day.
- Reservation times **include set up and breakdown times**.
- Governmental entities may reserve rooms as much as six months in advance.

### Rules of Use

1. Community rooms are available to nonprofit groups only. Groups may be informal or in their formative stages. Groups may not be associated with any for profit entity.
2. Rooms are not available for individual use, family use, or social functions.
3. No collection, monetary or otherwise, may be taken before, during, or after the meeting as a requirement for attendance.
4. Use of alcoholic beverages is prohibited.
5. Groups are responsible for providing their own laptop, cables, speakers and adaptors. The Library District staff does not provide technical support. Available room equipment and technology is listed [here](#).
6. The library manager or designee may grant permission for groups to post materials outside of the community room.
7. Publicity for an event by groups using the meeting spaces must not be presented in a manner which would imply Library District sponsorship of the group's event.
8. Groups are allowed access to reserved rooms at the reserved time, according to the

library's online reservation system. A room reservation will not be held beyond 15 minutes of the scheduled start time.

9. Groups using the rooms are responsible for arranging the room to meet their needs. Groups must return tables, chairs, and equipment to the standard arrangement diagram which is posted in each room. Community rooms in all three libraries must be cleared 15 minutes prior to building closing.
10. Groups using the room are responsible for providing any special communication needs for persons with disabilities.
11. Groups may supply and serve refreshments.
12. All trash and recyclables must be deposited in the proper receptacles.

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