

3.5 Use of Meeting Rooms

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

The Community Room at the Old Town Library and the Community Room at the Council Tree Library are designated primarily for use by the Poudre River Public Library District. The Community Room at the Harmony Library offers priority scheduling to Poudre River Public Library District and Front Range Community College. All three rooms offer next priority to other governmental entities such as the City of Fort Collins, Larimer County and Poudre School District.

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 District reserves the right to revoke meeting room use privileges at any time.

All meetings and programs held in District meeting rooms must be free and open to the general public.

Permission to use meeting rooms does not constitute an endorsement by the District, its Board of Trustees, or its staff of a group's views or opinions. (This statement will be posted in all meetings rooms. Procedures for use will be posted on the website.)

3.6 Behavior Policy

The Poudre River Public Library District is dedicated to protecting the rights and safety of Library patrons, volunteers and staff. The District recognizes the need to maintain an environment free from harassment, intimidation, threats to safety and well-being, and in which library resources and facilities are protected from damage.

Our libraries are spaces for reading, studying, learning, self-reflection, writing, and listening to electronically transmitted materials; attending library or community-sponsored programs and meetings, and working collaboratively in the spirit of community.

With these intended uses in mind, the District has established Behavior Rules and associated procedures to protect the rights, health and safety of library patrons, staff, and volunteers; to ensure patrons' use and enjoyment of the library; and to help preserve and protect the libraries' materials, equipment, facilities and grounds.

Library District Behavior Rules are established and approved by the Executive Director. Library District staff is empowered to exercise reasonable judgment in assessing and enforcing the District's Behavior Rules. Depending on the severity of violations, enforcement may range from a verbal request to stop the violation to removal from the premises and suspension from facilities owned or operated by the Library District for up to one year.

The Behavior Rules apply to all facilities and properties owned, operated or managed by the District, including the Council Tree, Harmony, and Old Town Libraries, Library District owned portions of Library Park, and the Webster House Administrative Center and grounds.

BEHAVIOR RULES

Disruptive, threatening or unsafe behavior will not be tolerated on library property. If a library patron violates the behavior rules listed below, library staff or security personnel will inform the patron that the behavior is inappropriate, and depending on the severity of the behavior, may either ask that the behavior stop or instruct the patron to leave the building. If the patron refuses to leave, staff will contact local law enforcement. Disruptive behavior on the part of any library patron may result in the suspension of library privileges for up to one year.

Any person who violates rules 1-6 while in or on library premises will be immediately ejected and excluded from all Poudre River Public Library District premises without first being given a warning. Any person so excluded shall lose all library privileges for a period of up to one year. Criminal incidents will be reported to the appropriate law enforcement agency.

1. Committing or attempting to commit any activity that constitutes a violation of any federal, state or local criminal statute or ordinance.
2. Physical abuse or threat of physical harm; behaving in a threatening, intimidating or violent manner toward any individual or group; or behaving in a manner that creates the potential of physical injury to oneself or others; or any form of unwanted touching or physical contact of another person.
3. Property damage: intentionally destroying, damaging, defacing or vandalizing library property; threatening to damage such property.
4. Sexual misconduct: engaging in any action that is sexually inappropriate or offensive.
5. Openly carrying a firearm or carrying a concealed firearm without a concealed firearm permit issued by the State of Colorado.

6. Possessing illegal drugs, marijuana, or open or unsealed containers of alcoholic beverages.

Any person who violates rules 7-12 while in or on library premises may be given a warning at the discretion of library staff; then the person will be required to leave the premises for the day. Subsequent offenses by that person may result in that person's immediate ejection and exclusion from all Poudre River Public Library District premises for a period of up to one year.

7. Intoxication from drugs or alcohol resulting in observable behaviors that pose a risk to self or others or present an obstacle to the use and enjoyment of District facilities by others.
8. Use of the interior spaces of any Library District facility for activities not specifically authorized and arranged through Library management, including but not limited to:
 - Sales, soliciting, marketing, conducting surveys, or similar activities.
 - Distributing leaflets, flyers, or other material inside a library building
9. Use of tobacco or products containing tobacco or use of any form of smoking device inside library facilities or within 20 feet of entryways.
10. Violating the District's [Public Access to the Internet/Wireless Policy](#).
11. Openly carrying a knife or possessing other weapons or objects that could be used as weapons.
12. Failure to comply with direction given by Library District staff or security guards acting in the performance of their duties or interference with the performance of such duties or other operations of the facility.

Any person who violates rules 13-15 while in or on library premises may be given a warning at the discretion of library staff. Subsequent offenses by that person will result in that person's immediate ejection and exclusion from all Poudre River Public Library District premises. Any person so excluded may lose all library privileges for a period of up to six months.

13. Sleeping in library facilities. Exception: this rule shall not apply to young children.
14. Improperly using library restrooms, including, but not limited to, bathing, shaving, and washing hair or clothing.
15. Verbally harassing or intimidating staff, volunteers or other patrons.

Any person who violates rules 16-19 while in or on library premises will be asked to correct the problem immediately or leave the premises until the problem is corrected.

16. Entering library buildings with bare feet or a bare chest. Babies are exempted from the bare feet rule.
17. Poor hygiene: posing a health, safety or sanitary risk or having bodily hygiene that detracts from the enjoyment of the library by others or damages District property.
18. Possession of any animals except service animals or as otherwise authorized by library staff.
19. Library users must keep packages, backpacks, luggage, or any other personal items with them at all times.

Unattended Children

Unattended children must exhibit adequate maturity to use library facilities appropriately. For details, see Library District policy 4.5, "Unattended Children" (<http://www.poudrelibraries.org/policy/pdf/4.5.pdf>).

Spaces Designated for Youth

Library staff and security personnel may ask adults using spaces intended for youth to vacate as needed.

A patron may appeal a suspension decision to the Library District's Executive Director by filing a written statement of appeal, including the basis of the appeal. The Executive Director has the discretion to reduce a suspension. A final appeal may be made to the District's Board of Trustees or its designee. If the suspension involves a student of Front Range Community College, the Library District will make appeal decisions in concert with the Vice President of Front Range Community College Larimer Campus.

Approved April 8, 2013

Revised May 8, 2017