

MEETING ROOM POLICY AND PROCEDURE LYONS REGIONAL LIBRARY DISTRICT

Purpose Statement

It is the mission of the Lyons Regional Library District to provide access to quality resources and programs that serve the lifelong cultural, educational, entertainment, and information needs and interests of people of all ages and backgrounds within Lyons Regional Library District. To further this mission, the Lyons Community Library has three rooms that can be reserved by the public.

Library meeting rooms are available for public use at no charge for community and for-profit business groups regardless of their beliefs or affiliations. Granting permission to use library facilities does not constitute endorsement by the Lyons Regional Library District, its staff, or the Library Board. No advertisement or announcement implying such endorsement is permitted.

The Lyons Regional Library District follows the American Library Association's (ALA) guidelines (<http://www.ala.org/advocacy/intfreedom/statementspols/otherpolicies/guidelinesdevelopmentimplementation>) regarding access to library facilities. The Lyons Regional Library District meeting rooms are made available, on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

This policy does not apply to use of the meeting rooms for Library programs, Library services, and co-sponsored functions. The Library will prioritize requests from the Town of Lyons when considering public reservations of these spaces. If a conflict arises, the library may cancel reservations with no less than 5 weeks' notice.

MEETING ROOM DESCRIPTIONS

The Effie Banta Meeting Room: The Effie Banta Meeting Room is 265 sq. ft. with two tables and seating for 16. It includes:

- TV – 65" with HDMI inputs
- Soundbar
- Conference Phone
- Webcam

The Community Room: The Community Room is a 1064 sq. ft. facility with chairs and tables. The maximum capacity for this room is 152 occupants and 50 chairs are available for use. This room is equipped with:

- TV – 82" with HDMI inputs
- Presentation Remote
- Sound System

- Wireless Microphone

Horizon Drive Study Room: The Horizon Drive Study Room is 61 sq. ft with one table and seating for four. The study room is available for reservation; users can reserve the room for up to 90 minutes and can continue to use the room if there is no further demand for the space. The room is equipped with:

- TV

BOOKING

The Effie Banta Meeting Room, Community Room, and Horizon Drive Study Room are available for advanced booking by the public. All requests to reserve a meeting room may be made up to six months in advance of the first meeting date. Requests may be made by visiting the service desk, by phone, or on the library's website; all reservation requests must utilize the MEETING ROOM USE FORM, and must be approved by the Director or designated representative in writing.

In order to give all community groups an equal opportunity to use these facilities, individual meeting rooms:

- May be reserved for no more than six consecutive weeks on a weekly basis
 - Groups who wish to rebook meeting rooms for additional consecutive meetings may do so one week prior to the date of their final meeting.
- May be booked no more than 6 months in advance.
- Should be booked at least one week in advance.

In an effort to provide access to meeting space for as many citizens as possible, the Library reserves the right to restrict usage of the space to 5 times per year to a person or group if demand warrants.

The Lyons Regional Library District will deny room requests to any group that, in the judgment of a District representative, intends to use the room to engage in any of the following activities:

- Violations of Lyons Regional Library District Policies;
- The purpose of exchanging information of an illegal or criminal nature

The Library Director or designee can deny a rental application if they believe the group has abused the use of the facilities, the event conflicts with the mission of the Lyons Regional Library District, or would be disruptive to the use of the Library by others.

Meeting Room Availability:

| Day | Community Room Available Hours | Effie Banta Meeting Room Available Hours | Horizon Drive Study Room Available Hours |
|------------|---------------------------------------|---|---|
| Monday | 8am-5pm | 8am-5pm | 10am-5pm |
| Tuesday | 1pm-10pm | 8am-10pm | 10am-8pm |
| Wednesday | 1pm-10pm | 8am-10pm | 10am-8pm |
| Thursday | 8am-10pm | 8am-10pm | 10am-5pm |
| Friday | 8am-10pm | 8am-10pm | 10am-5pm |
| Saturday | 8am-10pm | 8am-10pm | 10am-3pm |
| Sunday | Not Available | Not Available | Not Available |

Use outside Library Operating Hours: The Community Room and Effie Banta Meeting Room must be reserved in advance for usage outside library operating hours. The key must be acquired during normal operating hours and returned immediately after the meeting in the lobby book return.

Adopted: May 21, 2019
Revised: February 18, 2020

**Lyons Regional Library
District Meeting Room
Policies**

1. Rooms are available to non-profit organizations for educational, cultural and other meetings of interest to the general public.
 - a. All groups who plan to conduct sales or fundraising must obtain and show proof of a Town of Lyons business license at least 7 days prior to the event. To obtain a business license, contact the Lyons Clerk's Office.
 - b. At no time will the library staff be involved in the collection fees for organizations not affiliated with the Library.
 - c. All groups who plan raffles, bingo, etc., must show proof of State of Colorado license at the time of application to engage in these activities in the Library meeting space.
2. For-profit organizations or individuals may use the rooms for staff training, interviewing staff activities, cultural activities, and for public information.
 - a. Organizations/Individuals may recoup a cost recovery fee for the program.
 - b. No sale of goods or services or the solicitation for future sales or services will be permitted.
 - c. Meeting rooms are not available for private parties, such as birthday parties or receptions
3. The library is a public space. In accordance with our mission, we encourage all groups to use our meeting rooms. If the meeting is not advertised as being "open to the public", groups using the meeting rooms have the right to limit attendance. However, library staff cannot be expected to enforce or ensure the privacy of any meeting.
4. Users are responsible to set the room to suit their specific needs and return the furniture to the standard arrangement at the end of use.
5. Groups are encouraged to check the rooms prior to the date of the meeting to make sure they conform to the use desired.
6. Use of Library meeting space by entities or individuals does not imply Library endorsement or sponsorship of the event or organization. Any fliers, press releases, or other publicity should not lead the public to so believe.
7. The Library does not provide a staff person to be in the meeting space for the entire meeting, program or event; nor do they provide staff for the setting up or taking down of the meeting room
8. Those attending meetings are responsible for supervising their children. Organizations whose members' children are unsupervised will lose their meeting room privileges.
9. The Library cannot guarantee compatibility should a presenter choose to use their own devices in place of those provided by the Library. It is recommended that presenters use the rooms with the equipment provided by the Library.
10. Persons booking the meeting spaces should remind their attendees that the spaces are located in the Library. Noise levels should be kept respectful to Library users during breaks and while exiting the building.

11. A security deposit of \$200 is required for use of the Community and/or Effie Banta Meeting Rooms for all non-library sponsored events. If the room is left unclean or damaged, the deposit will be forfeited and the user will be responsible for any costs incurred above the deposit to return the room to its original state.
 - a. Meeting spaces must be left clean and in original condition. Users will pay the cost for replacement or repair of any damage to the facility or its contents. The Library will charge for cleaning if the room is left dirty or stains are left on the carpet, etc. If the room is left in its original condition deposits will be returned.
 - b. The Director or designated representative has the sole authority to determine what is damaged and is in need of cleaning, replacement, or repair.
12. All events that occur in Library meeting space must begin and end promptly at the times reserved.
13. Maximum attendance depends on the size of the room reserved.
14. Adults 18 years old or older may reserve meeting rooms. Youth organizations using the meeting rooms must have an adult sponsor reserve the room and who must be present at all times.
15. Food and non-alcoholic beverages are allowed in the meeting rooms.
16. Tobacco products, marijuana products, illegal drugs, or alcohol may not be used anywhere in the Library. This includes vapor-based products.
17. If a group has not arrived or called the Library to report a delay within 15 minutes of the time they were scheduled to begin using the room, staff may allow others to use the room. Even with a phone call letting staff know about a delay in attendance, a room reservation will not be held beyond 30 minutes of the scheduled start time.
18. Repeated failures to arrive at a requested meeting room's time may result in future requests being denied.
19. The Lyons Regional Library District is not responsible for non-library owned materials or equipment left in the meeting room by the users.
20. The Library does not provide storage facilities. All items used must be delivered/unloaded during a user's booked time in the meeting room and removed immediately afterwards.
21. Groups may not display signs of any kind outside of the reserved space or outside on library property. Inside the reserved space, no signs or decorations may be nailed, stapled or otherwise fastened to ceilings, doors, walls, glass, columns or painted surfaces.
22. All reservation requests must utilize the Meeting Room Use Form, and must be approved by the Director or designee in writing.

For questions about this policy, please call the Library at 303-823-5165 or email info@lyonsregionallibrary.com

Adopted May 21, 2019
Revised February 18, 2020

**Lyons Regional Library
District Meeting Room
Use Form**

First time meeting room users must return the signed meeting room use form to the library information desk when making room reservations.

Please fill in the form completely

| | | |
|---|------------|--|
| Groups Name: (Please include how you would like to be listed) | | <input type="checkbox"/> Profit <input type="checkbox"/> Non-Profit |
| Contact Person: | Phone (H): | Phone (W): |
| 2 nd Contact Person and/or Local Contact: | Phone (H): | Phone (W): |
| Address of Organization/Main Contact: | | |
| Purpose of Meeting: | | |
| Open to the Public? Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| Room Requested (check one): | | |
| Community Room <input type="checkbox"/> Effie Banta Meeting Room <input type="checkbox"/> Community Room & Effie Banta Meeting Room <input type="checkbox"/> Horizon Drive Study Room <input type="checkbox"/> | | |

| | |
|---|---|
| Date of Reservation: | Reservation Time (to include room set up and clean up): |
| Neither the Library Board of Trustees nor the Lyons Regional Library District is responsible for accidents, injury or loss while using the meeting rooms. Organizations holding meetings assume responsibility for damage to room contents. | |
| I have read and fully understand the rules on meeting room use for non-library activities. I understand library approval must be granted if this is my first meeting room request. | |
| Failure to comply with all library policies will result in loss of meeting room privileges | |
| A key will be issued for use of the meeting room during non-library hours. Keys MUST be obtained during Library operating hours. A fee will be charged to cover the cost of replacement keys and re-keying meeting room and lobby doors should keys not be returned. | |
| Signature of Responsible Party: | Date: |
| Library Employee Taking Reservation: | |
| Approval for First Time Meeting Room Reservation: | |

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