

## **Lyons Regional Library District Meeting Space Policy**

### **Purpose Statement**

It is the mission of the Lyons Regional Library District that together, we provide equitable access to resources, education, and experiences to empower individuals and enrich the Lyons community. To support this mission, the Lyons Community Library has three meeting spaces that can be reserved by the public.

Library meeting spaces are available for public use at no charge for community groups regardless of their beliefs or affiliations. Granting permission to use Library facilities does not constitute endorsement of viewpoints expressed by participants in the meeting or program by the Lyons Regional Library District, its staff, or the Library Board. No advertisement or announcement implying such endorsement is permitted.

Use of meeting spaces is governed by this policy established by the Library Board of Trustees and any applicable rules or regulations adopted by the Library. The Library Director, as executor of the policy for the Board of Trustees, may exercise reasonable discretion in determining appropriate use and is authorized to act accordingly, including limiting the use of the meeting spaces by organizations whose activities interfere with Library operations, adversely affect public safety, or cause public disturbances. The Board of Trustees may modify, amend, or supplement this policy as it deems necessary and appropriate.

This policy does not apply to use of the meeting spaces 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.

At its discretion, the Board of Trustees may exempt itself or any other organization as the Board deems appropriate from the restrictions and requirements of this policy and any applicable rules and regulations regarding use of the meeting spaces.

### **Guidelines for Eligibility**

Meeting rooms are primarily available for non-profit community, civic, cultural, and educational organizations, including local governmental agencies and elected officials.

Meeting rooms are not available for:

- commercial use, including non-Library sponsored seminars, workshops, and lectures presented by members of private, for-profit law firms, financial advisors, real estate agencies, health care providers, or others, including dance and music teachers for non-Library sponsored recitals;
- private social functions, e.g. private parties, receptions, memorial services, etc.
- any purpose that interferes with the general operation of the Library.

At no time will the library staff be involved in the collection of fees for organizations not affiliated with the Library.

All groups who plan raffles, bingo, etc., must show proof of State of Colorado license to engage in these activities at the time of the application.

Programs or gatherings which present a danger to the welfare of the participants, attendees, Library staff, patrons, and/or the community are not permitted. Programs that would disturb patrons, impede staff, or endanger the building or collection or otherwise interfere with the proper functions of the Library by causing excessive noise, safety hazard, security risk, etc. are not permitted.

Publicity for any meeting, program, or event is the responsibility of the user and must clearly state that the organization is the sponsor and the Library is merely the location. Furthermore, the Library phone number is not to be included in any news releases or publicity for the meeting, program, or event. No group may use the Library as a mailing address. The Library does not provide storage space for individuals or organizations.

Although civic organizations, including political organizations, may be eligible to use meeting spaces, political rallies are prohibited. Any action or event organized by a campaign committee or group designed specifically to promote or oppose a candidate or ballot issue is not permitted. Meetings at which candidates will discuss current election issues are permitted provided the event is hosted by a non-partisan, non-profit organization and all candidates for the same office have been invited. Meetings held by a campaign committee or political party/group to plan a campaign or political activity are permitted. Also permissible are meetings held by elected officials to gather input or communicate with constituents.

### **Meeting Space Descriptions**

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

- Smart TV – 65” with HDMI inputs
- Soundbar
- Conference Phone
- Webcam
- Whiteboard

**The Community Room:** The Community Room is a 1064 sq. ft. space with chairs and tables. The maximum capacity for this room is 152 occupants and 75 chairs are available for use. This room is equipped with:

- Smart 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 room is equipped with:

- Smart TV
- Whiteboard

All meetings, programs, and events must adhere to posted maximum occupancy limits.

Meetings, programs, and events may not use the parking lot or outdoor spaces as an extension of their designated space unless first approved by the Director.

### Meeting Space Availability

Day	Community Room Available Hours	Effie Banta Meeting Room Available Hours	Horizon Drive Study Room Available Hours
Monday	8 am-5 pm	8 am-5 pm	10 am-5 pm
Tuesday	1 pm-10pm	8 am-10 pm	10 am-7:30 pm
Wednesday	1 pm-10 pm	8 am-10 pm	10 am-7:30 pm
Thursday	8 am-10 pm	8 am-10 pm	10 am-7:30 pm
Friday	8 am-10 pm	8 am-10 pm	10 am-5 pm
Saturday	8 am-10 pm	8 am-10 pm	10 am-2 pm
Sunday	Not Available	Not Available	Not Available

### After Hours Use

- The Community Room and Effie Banta Meeting Room must be reserved in advance for use outside regular library operating hours. A **damage and cleaning deposit of \$200.00** is required for any use of the Community Room or Effie Banta Meeting room that begins or ends outside normal Library operating hours.
- Arrangements must be made for the organization’s representative to receive the necessary keys during the Library’s regular operating hours prior to the meeting time. Staff will not be on the premises outside regular operating hours to let in meeting attendees. Failure to arrange a key pickup will result in meeting cancellation.
- Keys will be issued only to those meeting organizers who submit a \$200 deposit to be kept on file with the Library Director. Deposits will be returned, kept on file, or destroyed as requested upon return of keys and assessment of the room for damage and cleanliness.
- Keys must be returned immediately after the reservation in the lobby book return.
- The Library is heated and cooled based on regular operating hours and may not be as comfortable outside those hours.

### During Use

- Upon arrival, all groups must check-in at the Service Desk. The reserving party must be present throughout the reservation. The space will be opened and inspected by Library staff and the reserving party for condition. Groups must return to the Service Desk and notify Library staff when their reservation is finished. The room will then be inspected for condition.
- Meeting spaces are to be left as they are found. Waste must be placed in appropriate garbage and recycling receptacles. A vacuum, broom, and other light cleaning supplies are available in the janitor’s closet.

- Signs and decorations may not be taped or stapled to walls or doors. Only dry erase markers may be used on whiteboards. Groups may not cover windows or lock doors.
- If a meeting room requires anything beyond routine light cleaning, fees will be charged to the reserving party at the discretion of the Director.
- The applicant is responsible for ensuring that any film viewed in a Library meeting space has public performance rights and indemnifies the Library for any failure to do so.
- In accordance with the Library's Unattended Child Policy, adults attending meetings may not leave children eight years and younger unattended. Children must be accompanied and directly supervised by a responsible caregiver who assumes full accountability for the children's safety and behavior in the Library.
- Light refreshments may be served. No food or beverages may be stored in the Community Room refrigerator or freezer other than the day of the scheduled meeting. Groups are responsible for supplies and prompt cleanup. For catered or delivered meals, the group scheduling the space is responsible for arranging for delivery and pickup of food and equipment.
- Alcohol is not permitted within the Library unless specifically approved in writing by the Library Director. Compliance with the requirements of any and all applicable Town of Lyons and State of Colorado licensing authorities must be demonstrated and proof of insurance will be required.

### **Equipment**

- Library staff will set up equipment requested during booking and provide basic use instructions.
- The Library cannot guarantee compatibility should a presenter choose to use their own devices in place of those provided by the Library.
- Library staff will not be present to operate equipment during meetings, programs, or events outside of normal library hours. Those needing help with meeting room technology should schedule an appointment with the Library's Technology Coordinator prior to the requested reservation time.
- No additional furniture or equipment may be used without prior approval.
- Wireless Internet access is available throughout the Library.

### **Booking Procedure**

The Effie Banta Meeting Room, Community Room, and Horizon Drive Study Room are available for advanced booking by the public.

- Requests may be made by visiting the Library's website, visiting the Service Desk, or via phone.
- Completion of a reservation implies acceptance of this Meeting Space Policy.
- A reservation request is not considered complete until the designee receives email notification of such.

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

- May be booked no more than three times in a three-month period on a rolling basis.
- Should be booked one week in advance.

The Horizon Drive Study Room is available for reservation only via phone or in person; users can reserve the room up to six weeks in advance for up to 90 minutes per use and can continue to use the room if there is no further demand for the space.

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 five 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 reservation request 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.

### **Cancellation and Release of Reservation**

If a group has not arrived or called the Library to report a delay within 15 minutes of the beginning of the reservation, staff may allow others to use the space. Even with a phone call, reservations will not be held beyond 30 minutes of the scheduled start time. Bookings that show up late will not have their reservation extended. Repeated failures to arrive at a reservation start time may result in future requests being denied.

### **Responsibility and Indemnification**

The reserving party is responsible for Library property, materials, equipment, and furnishings during the period of use and until the reservation is concluded. The Library, its employees, and Trustees do not assume responsibility for personal injury or damage or loss of personal property during the use of a Library meeting space. Personal injury, damage, or loss of personal property must be reported promptly to Library staff.

The reserving party or organization shall agree to indemnify and hold harmless the Lyons Regional Library District, its Trustees, and employees from and against any and all claims, demands, causes of action, and liabilities including all costs and reasonable attorney's fees in any manner caused by, arising from, or incident to the organization's use of the Library's spaces.

For questions about this policy, please call the Library at 303-823-5165 or email [info@lyonsregionallibrary.com](mailto:info@lyonsregionallibrary.com)

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