

Uinta County Library

Meeting Room Use Policy

The Library meeting rooms are primarily for programs and events sponsored by the Library and Library use will have precedence. When Library activities are not occupying the rooms, other groups may use them for lawful purposes. Public use of the meeting rooms does not constitute Library endorsement of the beliefs or ideas expressed by organizations or individuals using the space.

Reservations and Scheduling

Groups wishing to use the meeting rooms must complete and submit an application form before the room can be scheduled. The meeting room space is intended for specific events rather than regularly scheduled or on-going meetings. Scheduling will be limited, when necessary, to ensure equitable access for the entire community. Meeting rooms may be scheduled up to three months in advance and booking is on a first applied, first scheduled basis.

The Library may, with 48 hours notice, cancel the use of a room. Also, special conditions, such as weather or other extenuating circumstances, may result in a room being unavailable. In such cases an attempt will be made to provide an alternative date, time or space to the scheduling group.

Rooms may only be booked by an adult. Youth groups are welcome to use the rooms if the scheduling adult is present at all times.

For Libraries with meeting rooms that may be used after normal library hours, groups must make arrangements to pick up the keys during regular library hours. Keys must be deposited in the Library book drop immediately after the use of the meeting room. Groups using the room after hours are responsible for making sure that all doors and windows are secured before leaving.

Library administration may deny use of the room if it is likely that the meeting will disrupt normal Library operations, damage Library property or result in physical injury. Groups wishing to appeal denial of use may do so to the Uinta County Library Board of Trustees. Groups may request that their appeal be considered at the next regularly scheduled meeting of the Board of Trustees. The decision of the Board of Trustees is final.

Meetings

Meetings may not interfere with the normal operation of the library. Any publicity of meetings may not suggest library sponsorship or affiliation. Groups may not use the Library as a point of contact for information about their meeting. Library and other government staff may observe or attend meetings.

Refreshments may be served at meetings. Smoking, alcohol and illegal drugs are prohibited on Library property.

Tables and chairs are provided, but must be set up and returned to storage by the group. Other equipment may be available for group use. Please ask a librarian. Groups are responsible for cleaning the room after use. A fee will be charged if a group's use of the room results in damage or for the need of excessive cleaning by the Library.

The Library does not assume liability for injury, damage or loss which occurs as a result of the actions of the sponsors or participants in meetings scheduled at the Library.

Failure to abide by the Meeting Room Use Policies of the Uinta County Library may cause the meeting to be cancelled or future meeting room use denied.

Uinta County Library Meeting Room Use Application and Contract

I/We, the undersigned, have read, fully understand, and agree to abide by the policy of use of the meeting rooms of the Uinta County Library. I/We agree to pay any and all fees for the use of the facilities and equipment and take full responsibility for any and all damages that may result from my/our use of the facilities. I/We understand that the Library reserves the right to require additional security deposits for meetings where refreshments are served and will charge fees for repair of damaged property or rooms not properly cleaned after use by my/our group. I/We further understand that failure to abide by the Meeting Room Use Policies of the Uinta County Library may cause my/our meeting to be cancelled or future meeting room use denied.

Date of Event

Name of Event

Type of Event

Room Requested _____

Approximate number attending _____

Will Refreshments be served? _____

Printed Name of Responsible Party

Signature of Responsible Party

Address

Phone _____ E-Mail _____

Signature of Library Representative

Keys issued _____

Keys returned _____

After use room inspection completed by _____ Date _____

Satisfactory _____

If unsatisfactory, please explain below:

List any additional equipment provided to group: