



Gilpin County **PUBLIC LIBRARY**

LIBRARY MEETING ROOM RESERVATION

DATE	
START TIME	
END TIME	
NUMBER OF ATTENDEES	
ORGANIZATION	
PURPOSE	
CONTACT PERSON	
PHONE NUMBER	
EMAIL	

ARE YOU 18 OR OLDER? YES NO

DO YOU AGREE TO LIBRARY MEETING ROOM POLICY?

YES NO

IS THE ORGANIZATION NON-PROFIT?

YES NO

SELECT THE ORGANIZATIONS CATEGORY TYPE:

- | | |
|--|--|
| <input type="checkbox"/> ARTS/CRAFTS/HOBBY CLUB | <input type="checkbox"/> FEDERAL GOVERNMENT |
| <input type="checkbox"/> BOOK CLUB | <input type="checkbox"/> FOR PROFIT ORGANIZATION |
| <input type="checkbox"/> BOY SCOUTS/GIRL SCOUTS | <input type="checkbox"/> HOME OWNERS ASSOCIATION |
| <input type="checkbox"/> CHARITABLE ORGANIZATION | <input type="checkbox"/> INVESTMENT CLUB |
| <input type="checkbox"/> CITY/LOCAL GOVERNMENT | <input type="checkbox"/> NON PROFIT |
| <input type="checkbox"/> CIVIC ORGANIZATION | <input type="checkbox"/> OTHER |
| <input type="checkbox"/> COUNTY GOVERNMENT | <input type="checkbox"/> PUBLIC MEETING |
| <input type="checkbox"/> CULTURAL ORGANIZATION | <input type="checkbox"/> STATE GOVERNMENT |
| <input type="checkbox"/> EDUCATIONAL | |

Thank you for reserving a meeting room at the Gilpin County Public Library.
Submit form at the Library or email a copy to mcarlson@gilpincounty.org

Signature _____

Date _____

Meeting Room Policy

PURPOSE:

The Library welcomes the use of its meeting room by community groups in Gilpin County for civic, educational, and cultural activities and discussion of current events. The room is not available for purposes where, in the judgment of the library director, disorder and substantial disruption of the functioning of the Library are likely to occur. The rooms may not be used for purely social purposes or for regular business operations. Library programs, including fundraisers organized by the Friends of the Gilpin Library, will have first priority for use of the room.

FEES:

The Library reserves the right to make fee determinations. No meeting room fee will be charged for the use of the meeting rooms by the following groups: 1) library-sponsored and co-sponsored programs; 2) government-related meetings, including Gilpin County Government, the State of Colorado, and the federal government, as well as elected officials at any of these levels of government; 4) nonprofit groups; (5) tutors offering one-on-one or family sessions.

For-profit businesses/organizations are charged a fee for use of the meeting rooms. Non-profit organizations and community groups that will be charging an admission fee, selling products, or fundraising within the confines of the meeting room are also charged a fee. The Library reserves the right to allow admission charges and/or the sale of products by any entity presenting a program sponsored by or with the Library.

Payment due on day of meeting/event:

\$75 per 2-hour block, not to exceed \$300 for full day.

GUIDELINES:

1. The public must be welcome when no meeting room fee has been charged. If a meeting room fee has been charged, the group reserving the room may close the meeting to the public. Gatherings that pertain to internal Library/Government work-related activities are not open to the public.
2. A reservation for the meeting room shall be made with the library director at least 24 hours prior to the desired time of use of the room. Cancellation of a reservation must be made to a library employee at least 24 hours prior to the scheduled use of the room.
3. There will be no damage deposit, but individuals and groups will be responsible for the care of the meeting room. If there is noticeable damage, or if extra cleaning is necessary after the meeting room is used, the library director will assess a reasonable charge for the cost of repair of the building, or repair, cleaning, or replacement of furniture, fixtures, or equipment.
4. An authorized member of the group must sign the meeting room reservation form. Reserving the room constitutes acceptance of the Library's meeting room usage policy.
5. Posters, signs and other related items may not be attached to the walls or doors without prior approval of the library director, and these approved items must be removed at the conclusion of the meeting or program.
6. Any publicity, including brochures, flyers, radio and TV announcements, newspaper ads, etc., must

carry the name and phone number of the individual or organization sponsoring the meeting. The Library logo, website and phone number may not appear on the publicity. The Library may not be identified or implied as a sponsor. All publicity material must include the following disclaimer: "Use of Library meeting space does not constitute endorsement of this organization, group, or program by the Gilpin County Public Library."

7. Light refreshments may be served if the kitchenette (range, microwave, refrigerator, sink and counter) is left in an orderly condition after use. No alcoholic beverages may be served. Each group shall provide its own serving utensils. The library will not provide storage of individuals' or groups' personal items.
8. It is the group's responsibility to leave the room clean and orderly. All waste materials, including leftover food, must be removed after meeting room use.
9. Maximum capacity of the meeting room is fifty (50) persons.
10. If audio/visual equipment is used, the user must arrange time to be trained on how to operate the equipment. It is not the responsibility of the Library staff to operate the equipment.
11. Children's and youth groups may use the facility, provided that they are adequately supervised by adult sponsors.
12. Any exceptions to this policy must be authorized by the library director, who may do so after consultation with the Library Board of Trustees.

**FAILURE TO COMPLY WITH GUIDELINES OR ABUSE OF ANY OF THE ABOVE-MENTIONED PRIVILEGES WILL RESULT IN
SUSPENSION OF RIGHT TO USE.**