



# 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@co.gilpin.co.us](mailto:mcarlson@co.gilpin.co.us).

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Meeting Room Policy

1. It is the Library Board policy to encourage community use of the meeting room by educational, cultural, civic and non-profit groups as long as this use does not interfere with the normal functions and regular programs of the library.
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.
3. Neither the library director nor library staff are responsible for the supervision of children whose parents or guardians are occupied in the use of the meeting room.
4. Cancellation of a meeting room reservation must be made to a library employee at least 24 hours prior to the scheduled use of the room.
5. 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.
6. An authorized member of the group must sign the meeting room reservation form. By signing, he/she agrees that:
  - a. The Meeting Room Usage Policy has been received and understood.
  - b. Failure to abide by this policy will cause forfeiture of right to use the meeting room in the future.
  - c. The group accepts the financial responsibility for any and all damage, in accordance with Item #5 above.
7. 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.
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. The meeting room includes a small kitchenette, with range, microwave, refrigerator, sink and counter. Limited use of this facility is permitted. Each group shall provide its own serving utensils and leave the area in clean condition after use. The library will not provide storage of individuals' or groups' personal items.
10. Maximum capacity of the meeting room is fifty (50) persons.
11. Alcoholic beverages, smoking and open flames are prohibited in the library building, including the restrooms. Likewise, use of electronic smoking materials is prohibited.
12. If audio/visual equipment is used, the user must have knowledge of how to operate the equipment. It is not the responsibility of the library staff to operate the equipment.

13. If the meeting room is to be used by persons under the age of 18, an adult shall make the reservation and be responsible under the same meeting room usage policy as applied to adult use.

14. The meeting room shall not be used:

- a. For any purpose that, in the judgement of the library director, interferes with normal operation of the library.
- b. For programs involving sale, advertising or promotion of commercial or professional products or services.
- c. On days in which the library is closed.
- d. By groups that are excessively noisy and thereby interfere with normal use of the library by others. If complaints are received about a group being noisy, the group may be asked to meet elsewhere.
- e. For private parties.

Any exceptions to this policy must be authorized by the library director, who may do so after consultation with the Library Board of Trustees.