

**CITY OF LOGAN, UTAH
RESOLUTION NO. 24-09**

A RESOLUTION TO APPROVE LIBRARY MEETING ROOM FEES

WHEREAS, the City of Logan Library administers various events, programs and services; and

WHEREAS, the Library utilizes fees to partially offset costs associated with the delivery of certain services.

NOW, THEREFORE, BE IT RESOLVED BY THE LOGAN MUNICIPAL COUNCIL, that the fees proposed be approved and that the effective date for these fees shall be April 16, 2024.

THIS RESOLUTION duly adopted upon this _____ day of _____, 2024 by the following vote:

Ayes:

Nays:

Absent:

Amy Z. Anderson, Chair
Logan Municipal Council

ATTEST:

Teresa Harris, City Recorder
City of Logan

Logan Library Meeting Room Fees

Approved by Logan Library Board: March 18, 2024

Approved by Logan City Council:

Category One – free of charge

- Library and Logan City Sponsored Events
- Community Groups and Nonprofits (open to the public)
- Educational activities sponsored by educational institutions, homeschool groups and other educational organizations.
- Political debates and candidate forums.

Name of Room	Maximum Occupancy	Fee
Entire Community Room	200	\$0 for a 2 hour slot
Community Room A	100	\$0 for a 2 hour slot
Community Room B	100	\$0 for a 2 hour slot
Quaking Aspen Conference Room	16	\$0 for a 2 hour slot
Sego Lily Conference Room	10	\$0 for a 2 hour slot
Study Rooms	4	\$0 for a 2 hour slot

Groups wishing to serve food or beverages in the Community Rooms must pay a \$75.00 cleaning fee. Absolutely no food with red food dye.

Category two

- Community Groups and Nonprofits (closed to the public)
- Educational classes that charge a fee to attend and have limited attendance. No purchases of any kind allowed.
- Business or educational conferences, workshops, or meetings.

Name of Room	Maximum Occupancy	Fee
Entire Community Room	200	\$100 for a 2 hour slot
Community Room A	100	\$50 for a 2 hour slot
Community Room B	100	\$50 for a 2 hour slot
Quaking Aspen Conference Room	16	\$35 for a 2 hour slot
Sego Lily Conference Room	10	\$20 for a 2 hour slot
Study Rooms	4	\$5 for a 2 hour slot

Groups wishing to serve food or beverages in the Community Rooms must pay a \$75.00 cleaning fee. Absolutely no food with red food dye.

Category three

- Promotional/commercial use (solicitations, admission or other charges, money-raising activities and/or sales.)

Name of Room	Maximum Occupancy	Fee
Entire Community Room	200	\$300 for a 2 hour slot
Community Room A	100	\$150 for a 2 hour slot
Community Room B	100	\$150 for a 2 hour slot
Quaking Aspen Conference Room	16	\$80 for a 2 hour slot
Sego Lily Conference Room	10	\$60 for a 2 hour slot
Study Rooms	4	\$15 for a 2 hour slot

Groups wishing to serve food or beverages in the Community Rooms must pay a \$75.00 cleaning fee. Absolutely no food with red food dye.

Logan Library Meeting Room Policy

Overview

The Logan Library welcomes public use of its meeting facilities in keeping with the library's vision of hosting a welcoming environment that is:

- An open, accessible inclusive space.
- A community hub where people can connect, exchange ideas, and discover resources.

This policy establishes rules and procedures for the use of the library's meeting facilities. The Outreach Librarian, under the direction of the Library Director, is responsible for implementing this policy and for maintaining the meeting room and community calendars for events.

Meeting rooms are designed to meet the general, informational, educational, cultural, and civic needs of our community including activities such as discussion groups, panels, lectures, conferences, and seminars. Use of the library's meeting rooms does not constitute Logan Library or Logan City endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsements are not permitted.

Meeting Room Use

Category 1

Meeting Rooms are available free of charge for the following groups (no food or drinks being served):

- Library and Logan City-sponsored events, activities, and meetings.
- Community groups and nonprofits with 501(c)(3) status (open to the public).
- Educational activities sponsored by educational institutions or homeschool groups (open to the public).
- Political debates for all candidates running for office

Room Rentals

Category 2

Meeting Room rentals are available for a fee for the following groups:

- Community groups and nonprofits with 501(c)(3) status (closed to the public)
- Educational classes that charge a fee to attend and have limited attendance. No purchases of any kind allowed.
- Business or educational conferences, workshops, or meetings.

*Fees for meeting rooms can be found ([Logan Library Meeting Room Fee Schedule](#)).

Category 3

Meeting Room rentals are available for a fee for the following groups:

- Promotional/Commercial Use (comprises solicitations, admission or other charges, money-raising activities, and/or sales. Examples of commercial use include but are not limited to:
 - Direct healthcare services including examinations, hands-on demonstrations, or treatments.
 - Events requiring a fee or are limited to a certain group of participants.
- Other uses as deemed appropriate by the Outreach Librarian and/or Library Director.

*Fees for meeting rooms can be found ([Logan Library Meeting Room Fee Schedule](#)).

General Guidelines

- Noise levels from meeting rooms must not disturb library patrons or staff.
- City or Library needs may preempt any other scheduled event.
- Children must always be supervised by an adult.
- Smoking/vaping, alcoholic beverages, open flames, burning incense, lit candles, and fire-making materials are not allowed.

Scheduling

- Requests to use a meeting room may be made online, in person, or by telephone.
- Requests will be honored on a first-come, first-served basis.
- Reservations require a completed online [Reservation Form](#).
- Reservations may be made up to 90 days in advance.
- To provide an opportunity for all groups to use the meeting rooms, a group may reserve one meeting room up to 6 times in a rolling 90-day period.
 - Notice of cancellation should be made to the Outreach Librarian as soon as possible. After 15 minutes a group will forfeit its reservation if it fails to appear as scheduled.
 - If a group fails to show up for two meetings in a row and does not call to cancel, all future reservations are forfeited until the group calls to reschedule.
- Meetings will not be scheduled before or after library hours unless previously approved by the Outreach Librarian.
- Group representatives may not enter library buildings before the regular opening time unless previously approved by the Outreach Librarian.
- Groups may not assign or transfer their reservations to other groups.

- A patron or small group may use a meeting room that is not in use or reserved.
- Some exceptions may be made by the Outreach Librarian or Director.

Care and Use of Facilities

- Groups wishing to serve food or beverages in the Community Rooms must pay a \$75.00 cleaning fee. Absolutely no food with red food dye.
- Adherence to the Fire Code is required.
 - All meeting participants must exit the building during a fire alarm.
 - Attendance in the meeting is limited to the number of people allowed in the room as defined by the Fire Marshall.
 - Furniture and/or equipment from the main areas of the library may not be brought into meeting rooms.
 - Attendance at meeting rooms should not extend into the public areas.
 - Public entrances are to be used for all access to and from the building.
 - Keep all regular exits unlocked and unblocked.
 - Please do not prop open the doors from the Community Room to the plaza.
 - Emergency exits are for emergency use only.
 - Open aisles must be maintained within the seating arrangement to provide clear access to exits.
- Please leave the meeting rooms as they are found. If the furniture is rearranged, it should be returned to the original arrangement at the end of the meeting.
- The library will provide an HDMI and/or USB cord to connect personal computers to the presentation technology in the meeting rooms. The Community Rooms feature projectors and projection screens, and the Conference Rooms feature smart monitors. Library staff will provide basic technical support.
- Any announcements or notices to publicize an activity may not be posted or distributed on library premises without prior approval from the Outreach Librarian.
- Small snacks and drinks with a secure lid are allowed in the Logan Library.
- Full meals, fast food, drinks without a secure lid, and anything messy, greasy, strong-smelling, or noisy are prohibited in the Logan Library except for approved meetings in the Community Rooms.
- Food and beverages outside of snacks and drinks with a secure lid are allowed in the Community Meeting Room(s) with the payment of \$75 for cleaning. Alcohol and any food containing red dye is prohibited.
 - Community Meeting Room A has access to a small kitchen with a sink and refrigerator. Community Meeting Room B has access to a sink.
 - Permission and payment should occur before the scheduled event.

- If trash or recycling bins have been filled while in use, individuals must inform library staff before leaving.
- The individual making the reservation, as well as the group, will be held responsible for any damages that may occur as a result of the use of the facilities.
- Permission to use Library meeting rooms may be withheld from groups that have failed to comply with the Meeting Room Policy and from any group that damages the room, carpet, equipment, or furniture, or causes a disturbance.
- The Logan Library is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request.
- Questions not covered in this policy should be addressed to the Outreach Librarian, at 435-716-9012.

Meeting Room Type	Amenities
Community Room(s)	100 chairs per side, conference-style tables (20 available with staff help, prior notice is needed), projector, projection screen, HDMI cord, electric piano, podium, outlets, and Wi-Fi.
Quaking Aspen Conference Room	16 chairs, boardroom style table, HDMI cord, USB cord, smart monitor, whiteboard (dry erase markers available at the information desk), outlets, and Wi-Fi.
Sego Lily Conference Room	10 chairs, boardroom style table, HDMI cord, USB cord, smart monitor, whiteboard (dry erase markers available at the information desk), outlets, and Wi-Fi.
2nd Floor Study Rooms	4 chairs, table, whiteboard (dry erase markers available at the information desk), outlets, and Wi-Fi.
3rd Floor Study Rooms	4 chairs, table, outlets, and Wi-Fi.

Approved: 1988

Updated: May 11, 2010

Updated: August 8, 2017

Updated: March 18, 2024