



Uintah County Library Meeting Room Policy

1. PURPOSE

1.1 The Uintah County Library (UCL) Meeting Rooms are available for use by the library and the community at large in conducting programs, activities and meetings under the conditions of use outlined below.

~~1.21.1 The Library Director will designate a library staff person(s) who will schedule and coordinate use of the meeting rooms.~~

~~1.31.1 Library activities shall take precedence in scheduling over non-library programs.~~

~~1.41.2~~ 1.41.2 ~~Uintah County Library~~ The UCL encourages use of the library meeting rooms for community activities, meetings, and programs. Rooms may be reserved for informational, educational, or entertainment purposes.

2. ADMINISTRATION

2.1 The Library Director will designate a library staff person(s) who will schedule and coordinate use of the meeting rooms.

2.2 Library activities shall take precedence in scheduling over non-library programs.

2.3 This policy does not apply to library-sponsored programs and activities.

2.3. CONDITIONS OF USE

2.13.1 The ~~Uintah County Library~~ UCL Meeting Rooms, ~~are when~~ available, ~~for may be used~~ by community civic, educational, governmental, and cultural groups insomuch as such meetings:

a) Are scheduled prior to the activity by contacting the designated library staff person(s) or completing an online room request, which will then be approved by the designated library staff person(s).

~~b) Are scheduled by a responsible party who is at least 18 years old, and who will be present during the event.~~

a. “The Responsible Party” refers to the individual submitting the room reservation request, who is at least 18 years of age, will be present for the entirety of the meeting, and will be held responsible for abiding by the guidelines set forth in this policy.

~~b)c)~~ c) Are scheduled only within the normal operating hours of the UCL ~~Uintah County Library~~.

~~e)d)~~ d) Do not exceed four (4) hours, including setup and cleanup time.

~~d)e)~~ Are open to the public.

~~e)f)~~ Are noncommercial or non-revenue generating.

~~f)g)~~ Do not entail a cover charge or participation fee.

~~g)h)~~ Are held in a manner that does not infringe upon other library activities, including patrons browsing library materials or the normal day-to-day operations of the library.

~~h)i)~~ Meet library standards concerning the free expression of ideas or discussion.

~~i)j)~~ Do not violate library policy, county policy, state law, or federal law.

~~j)k)~~ Do not infer library sponsorship or agreement with either the sponsoring organization or the ideas expressed at the meeting.

~~k)l)~~ Are not scheduled further than three months from the date of request.

~~l)m)~~ Do not use the name or the address of the ~~Library-UCL~~ as the official address, mailing address, or headquarters of any individual or groups using meeting rooms.

3.2 The responsible party must have the following information available prior to reserving a meeting room:

a) Library Account or Card Number

b) Event Date;

c) Start time, including set-up time;

d) End time, including tear down time; and

e) Event description (one full sentence minimum).

3.3 Misrepresentation of the responsible party, organization, or event will result in an automatic cancellation of all current and future events, with a loss of room reservation privileges for one (1) year.

3.4 The responsible party may not reserve a meeting room as a “placeholder” for an event.

3.4. RECURRING MEETINGS.

~~3.14.1~~ Individuals and groups-A responsible party with a need to utilize meeting rooms on a recurring or regular basis ~~will-may~~ be accommodated with the understanding that no tenure or priority exists in meeting room use beyond these policies and regulations. In establishing these policies and regulations, it is the purpose of the Library to balance the need of individuals and groups to engage in regularly scheduled meetings, with the reasonable expectation or other individuals and groups in the community to have fair access to Library meeting rooms on dates and at times consistent with their needs.

~~3.24.2~~ Individuals and groups-A responsible party needing to schedule a meeting room on a regular weekly basis may do so for up to twelve consecutive weeks, no more than twice per week. They can renew their request for an additional twelve weeks following their eighth-

week meeting, provided no other meetings have been scheduled that would preclude the renewal.

~~3.34.3~~ Individuals and groups A responsible party needing to schedule a meeting room on a regular monthly basis may do so for up to six consecutive months, no more than twice per month. They can renew their request for an additional six months following their fourth-month meeting, provided that no other meetings have been scheduled that would preclude the renewal.

~~3.44.4~~ Individuals Any responsible party who schedules recurring reservations but fail to appear for two reservations in a row, without notifying the Library-UCL within 24 hours of the cancellation, will lose the remaining recurring reservations and will lose the privilege to make recurring reservations for six (6) months.

4.5. CANCELLATIONS OR REFUSALS

Cancellations or Refusals by the Library

~~4.15.1~~ Uintah County Library-UCL may cancel or refuse to schedule meetings under the circumstances where:

- a) Planned meeting content does not meet ~~library criteria~~ the conditions of use.
- b) ~~Event sponsors have~~ The responsible party has previously failed to follow proscribed protocol as outlined in library policy.
- c) In response to a declared emergency.
- d) In response to an order from the local Health Department.
- e) Due to a scheduling conflict.

~~4.2 Refusals may be appealed to the library director and further to the library board of directors.~~

~~4.3 Decisions made by the board of directors are final.~~

~~4.4 The library may cancel an already scheduled event if there is a scheduling conflict or if information comes to light indicating that an already calendared meeting does not meet the established conditions of use.~~

~~4.55.2~~ Every effort will be made to notify the ~~meeting group~~ responsible party in a timely manner of ~~this a~~ cancellation. If a cancellation is made because of scheduling difficulties, efforts will be made to reschedule the event in another, non-conflicting time slot.

Cancellations by the Responsible Party

5.3 If the meeting room is no longer needed for any reason, the ~~Event Sponsor~~ responsible party must contact the Library as soon as possible, and not less than 24 hours prior to the event, so the room may be made available to others. Two (2) late cancellations less than 24 hours prior to the reservation will result in a loss of reservation privileges for six (6) months.

Appeals

5.4 Refusals, cancellations, or loss of reservation privileges may be appealed in writing to the Library Director. The Director will have 14 days to review and provide a written response, accepting or rejecting the grievance.

5.5 If the patron is not satisfied with the Director's decision, they have 7 days from receiving the Director's response to submit a written redress for grievance to the Library Board of Directors. The Board will review and provide a written response accepting or rejecting the grievance within 30 days of receipt. The Board's decision on the matter shall be final.

~~4.6 Misrepresentation of the responsible party, organization, or event will result in an automatic cancellation of all current and future events, with a suspension of room reservation periods for one (1) year.~~

~~4.7 Individuals may not reserve a meeting room as a "placeholder" for an event.~~

~~4.9 Event Sponsors must have the following information available prior to reserving a meeting room:~~

- ~~a) Contact Information;~~
- ~~b) Date;~~
- ~~c) Start time, including set up time;~~
- ~~d) End time, including tear down time; and~~
- ~~e) Event description.~~

5.6. USE OF THE FACILITY AND EQUIPMENT

5.16.1 The ~~individual responsible party~~ submitting the room request is responsible for maintaining order at the meeting and ensuring that the number of people in the meeting room does not exceed that allowed by the current fire code. The ~~individual responsible party~~ submitting the room request is also responsible for discipline of those in attendance and care of the room, furnishings and equipment. This includes picking up and disposing of any papers or clutter, and resetting the room to pre-event conditions.

5.26.2 The ~~Library-UCL~~ will hold the ~~applicant responsible party~~ financially liable for any damage to library property that occurs during the meeting or program. Failure to comply may result in a denial of future meeting room use for ~~both the applicant and group using the room~~ the responsible party for a period of one (1) year, and in cases of property damage, may result in legal action. In no instance will ~~an individual or group~~ the responsible party be allowed use of meeting rooms if ~~the individual or group has they have~~ failed to pay for past damages to the premises, furnishings or equipment.

5.36.3 ~~Organizers are~~ The responsible party is encouraged to discuss ~~their~~ any equipment needs with the coordinating staff person prior to scheduling. Internet access may be available for meeting groups, provided that:

- a) The library can make internet services available in a reasonable and timely fashion.
- b) Such internet access does not represent a security threat to the existing library network.
- c) ~~Groups~~ The responsible party must supply their own computer equipment.

e)d) The use of library-provided internet shall comply with library policies concerning such internet usage.

5.46.4 While library chairs and tables are available for group use, the ~~group-responsible party~~ assumes responsibility for setting these up prior to the meeting and putting these away following the meeting. The library meeting room must be left in pre-event condition.

6.5 Kitchen facilities are not available. Light refreshments may be served as long as the room is left in pre-event condition.

6.6 A cleaning fee may be applied if the room is left in a condition other than pre-event condition. (See the *Fee Schedule*.)

5.56.7 Charges may be applied for not vacating the room at the scheduled time. (See the *Fee Schedule*.)

6.7. LIABILITY

6.17.1 ~~Uintah County Library~~ The UCL assumes no ~~responsibility-liability~~ either for the use of the facility or the ideas expressed within. Individuals and groups using the library meeting rooms do so at their own risk.

This policy supersedes all previous versions and will be reviewed every three years or as needed.

Approved by the Uintah County Library Board of Directors.

DATE ADOPTED: July 27, 2005

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AMENDED: February 24, 2023

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