



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.
- 1.2 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. Room reservation preference will be given in the following order:~~
 - ~~2.2.1 Uintah County Library and library-sponsored events.~~
 - ~~2.2.2 Uintah and Duchesne County Library cardholders.~~
 - ~~2.2.3 Organizations/groups within Uintah and Duchesne Counties.~~
 - ~~2.2.2.4 All others.~~
- 2.3 This policy does not apply to library-sponsored programs and activities.

3. CONDITIONS OF USE

- 3.1 The UCL Meeting Rooms, when available, may be used by all for community civic, educational, governmental, and cultural groups inasmuch as such meetings:
 - ~~a)3.1.1~~ 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)3.1.2~~ Are scheduled by a responsible party.
 - ~~a)3.1.2.1~~ “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.
 - ~~c)3.1.3~~ Are scheduled only within the normal operating hours of the UCL.

~~d~~3.1.4 Do not exceed four (4) hours, including setup and cleanup time.

~~e~~3.1.5 Are open to the public.

~~f~~3.1.6 Are noncommercial or non-revenue generating.

~~g~~3.1.7 Do not entail a cover charge or participation fee.

~~h~~3.1.8 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.

~~i~~3.1.9 Meet library standards concerning the free expression of ideas or discussion.

~~j~~3.1.10 Do not violate library policy, county policy, state law, or federal law.

~~k~~3.1.11 Do not infer library sponsorship or agreement with either the sponsoring organization or the ideas expressed at the meeting.

~~l~~3.1.12 Are not scheduled further than three months from the date of request.

~~m~~3.1.13 Do not use the name or the address of the 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~~3.2.1 Event Date_;

~~c~~3.2.2 Start time, including set-up time_;

~~d~~3.2.3 End time, including tear down time_; ~~and~~

~~e~~3.2.4 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.

4. RECURRING MEETINGS

4.1 A responsible party with a need to utilize meeting rooms on a recurring or regular basis 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 ~~f~~for other individuals and groups in the community to have fair access to Library meeting rooms on dates and at times consistent with their needs.

- 4.2 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.
- 4.3 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.
- 4.4 Any responsible party who schedules recurring reservations but fails to appear for two reservations in a row, without notifying the 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.

5. CANCELLATIONS OR REFUSALS

Cancellations or Refusals by the Library

- 5.1 UCL may cancel or refuse to schedule meetings under the circumstances where:

~~a)5.1.1~~ Planned meeting content does not meet the conditions of use.

~~b)5.1.2~~ The responsible party has previously failed to follow proscribed protocol as outlined in library policy.

~~c)5.1.3~~ In response to a declared emergency.

~~d)5.1.4~~ In response to an order from the local Health Department.

~~e)5.1.5~~ Due to a scheduling conflict.

- 5.2 Every effort will be made to notify the responsible party in a timely manner of 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 Cancellations by the Responsible Party

~~5.3~~ If the meeting room is no longer needed for any reason, the 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 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~~60 days of receipt. The Board's decision on the matter shall be final.

6. USER RESPONSIBILITIES OF THE FACILITY AND EQUIPMENT

6.1 The library's Standards of Conduct and all applicable local, state, and federal laws will be adhered to by all attendees.

6.2 No event will be allowed to facilitate harassment or disruption of patrons or library services, and such events will be terminated. Activities will be contained only in the room reserved and in no other space in the library.

6.3 The responsible party must ensure supervision of the event by multiple adults who will observe and enforce all responsibilities and regulations agreed to.

6.4 Activities involving the presence of open flames, explosives, drugs, or hazardous substances are prohibited.

6.5 The number of attendees will not exceed the posted fire code capacity of the room.

6.6 The responsible party shall set up and return the room to its pre-event state, including:

6.6.1 Vacuuming/cleaning floors.

6.6.2 Wiping/putting away/stacking all tables and chairs.

6.6.3 Dumping garbage.

6.6.4 Turning off lights.

6.6.5 Monitoring and cleaning restrooms and entryways for messes caused by the event.

6.7 Lightweight décor may only be pinned to tackable areas and must be removed immediately following the event. Glitter is discouraged.

6.8 The responsible party may bring their own equipment, technology, etc. They may use the rooms' audiovisual equipment and whiteboards. **The Uintah County Library is not responsible for any party's equipment, materials, or personal belongings being damaged or stolen.**

6.9 Refreshments may be served in the room. Alcoholic beverages are prohibited. Drinks and soft foods containing colored dye are discouraged, as these products cause permanent furniture and carpet stains.

6.9.1 Kitchen facilities are not available.

6.10 Copyright restrictions apply to the use of meeting rooms and equipment. They cannot be used to duplicate or show material protected by copyright law. The responsible party may be liable for infringement.

6.11 A cleaning fee will be assessed if staff must clean/return the room, restrooms, and/or entrances to pre-event state. The fee will be calculated as the hourly rate of the lowest paid employee available multiplied by time spent returning the room to pre-event state, not to exceed \$100. Damages to any library property will be assessed at reasonable cost and invoiced to the responsible party who reserved the space.

~~6.1 The 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 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.~~

~~6.2 The UCL will hold the 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 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 the responsible party be allowed use of meeting rooms if they have failed to pay for past damages to the premises, furnishings or equipment.~~

~~6.3 The responsible party is encouraged to discuss 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) The responsible party must supply their own computer equipment.~~
- ~~d) The use of library provided internet shall comply with library policies concerning such internet usage.~~

~~6.4 While library chairs and tables are available for group use, the 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.)~~

6.76.12 Charges may be applied for not vacating the room at the scheduled time. (See the [Fee Schedule](#).)

7. LIABILITY

7.1 The UCL assumes no 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

AMENDED: August 27, 2021

AMENDED: February 24, 2023

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