

6. MEETING ROOM POLICY

6.1 Purpose

The Wasatch County Library recognizes that its facilities are a valuable resource to the residents of the county as they allow for the convening of individuals for social, cultural, civic, and educational purposes. The purpose of the Meeting Room Policy is to establish guidelines for single-use and recurring use of study rooms and meeting spaces at the library.

6.2 Facilities

The Wasatch County Library has the following study rooms and meeting spaces:

- Study Rooms 1 & 2: Seating capacity 6. Available on a first-come, first-served basis or by reservation.
- Board Room: Seating capacity 12. Available on a first-come, first-served basis or by reservation.
- Bowcutt Room: Seating capacity 60. Reservation is required at least seven days before the requested date. Subject to availability.
- Courtyard: Seating/standing on the lawn. Reservation is required at least seven days before the requested date. Subject to availability.
- Library Adventure Base (LAB): Seating capacity using rolling chairs 20. Using stools 12. Available on a first-come, first-served basis or by reservation.
- Zenbooth Room: Seating capacity 4. Available on a first-come, first-served basis or by reservation. Priorities of use include telehealth, online testing, counseling and case management with local organizational partnerships, and recordings of family histories, interviews, depositions, etc.

6.3 General Guidelines for Study Rooms, ~~and Board Room,~~ Library Adventure Base (LAB), and Zenbooth Room.

- Library activities, library-sponsored events, and Wasatch County government-sponsored meetings have priority use of the study rooms and the Board Room.
- Available during regular library hours. All programs and meetings shall conclude 10 minutes prior to library closing.
- The use of items that produce strong or lingering odors—including foods, incense, essential oils, or scented products—is not permitted in meeting rooms.
- There are two annual windows for reserving the study rooms and meeting spaces:
 - The reservation window for dates between April 1st and September 30th opens on April 1st.
 - The reservation window for dates between October 1st and March 31st opens on October 1st.
- Meetings shall be open to the public and free of charge.
- Doors to meeting rooms must remain unlocked during public programs, allowing for public participation.
- The application form and rental agreement form are considered a public record and subject to the Government Records Access and Management Act (GRAMA) pursuant to UCA 63G-2-202(1).
- Public inquiries concerning the use of meeting and study spaces will be answered from information supplied in the application.
- No sales, solicitation, or taking of orders may take place while on library premises, with the exception of library-sponsored events, such as author readings and artist performances.
- Granting permission for use does not constitute endorsement by the Wasatch County Library or its Board of Directors.
- Users requesting to use the meeting and study spaces for multiple dates (up to three days per week for a maximum of 4 hours per day) shall submit a completed Meeting Room Application through the library's website or on paper. The completed form must be reviewed by the Library Director or designee before the meeting and study spaces can be reserved for multiple dates.
- Failure to notify the library if the meeting and study spaces are not used may result in the cancellation of the application.
- Users shall be responsible for:

Commented [JTL2]: This is problematic is we allow to sign petitions.

Commented [JTL3]: For how long? One month? Six month? A year?

Commented [AE3R2]: If the request is the maximum outlined here then I believe 1 month at a time due to the demand for spaces. If it is only 4 times a month I believe it equitable to honor it for 3 months... My thoughts average this to 12 reservations

- Maintaining order at the meeting.
- Ensuring that the maximum capacity of the room is not exceeded.
- Discussing equipment needs with library staff prior to the meeting.
- Setting up the chairs and tables as needed for the meeting and returning them to their original location at the conclusion of the meeting.
- Users shall abide by the Wasatch County Library Acceptable Use Policy.
- No room may be used for any activity that would be inappropriate for children or other patrons who may be in the library.

Commented [AE4]: Do these items need to be repeated under the Bowcutt Room and Courtyard general guidelines?

6.3.1 Petitions and Signature Gathering

- PLACE
- Activity contained within the space
- No person outside the space inviting people to join

6.4 General Guidelines for the Bowcutt Room and the Courtyard

- The primary purpose of the Bowcutt Room and the Courtyard is to support library programs and activities.
- Applicants requesting to use the Bowcutt Room or the Courtyard shall submit a completed Bowcutt Room & Courtyard Rental Agreement through the library's website or on paper. The completed agreement and rental fees must be submitted and reviewed by the Library Director or designee before the Bowcutt Room or Courtyard can be reserved.
- The Courtyard is a shared meeting space between the Library and the Wasatch County Senior Center, and its availability is subject to other events taking place at the same time in the Library or the Senior Center. The use of the Courtyard shall not interfere with the regular use and activities of the Library or the Senior Center.
- Applicants reserving the Bowcutt Room or the Courtyard shall be responsible for:
 - Maintaining order at the meeting.
 - Ensuring that the maximum capacity of the spaces is not exceeded.
 - Discussing equipment needs with library staff prior to the meeting.
 - Setting up the chairs and tables as needed for the meeting and returning them to their original location at the conclusion of the meeting.

6.5 Denial of Use

The library may deny the use of study rooms and meeting spaces if, in the library's opinion:

- The purpose of the meeting or activity is illegal, potentially hazardous, or may present health or security risks.
- The purpose of the meeting or activity is promotional, for solicitation, for fundraising, or for financial gain.
- The conduct of the meeting will interfere with library operations.
- The applicant has not provided satisfactory adult sponsorship and supervision for the meeting.
- The applicant has failed to comply with these or other library policies.
- The meeting or activity is inappropriate for children or other patrons who may be in the library.
- Frequency of Use.

Commented [AE5]: Can we add the statement for campaign advancement? Or is that too political? Would this address petitions?

Commented [JTL6]: This will be problematic if we allow signing petitions.
Definitions: "petition" vs "solicitation"

6.5.1 Appealing a Denial of Use

- The applicant may appeal the Library Director's decision by submitting a request to the Chair of the Library Board via letter or email.
- The Library Board reviews the request and invites the applicant to present their concern at the next regular open and public meeting.
- The Library Board may choose to delay a decision until the next regular Library Board meeting to consider the information presented by the applicant.

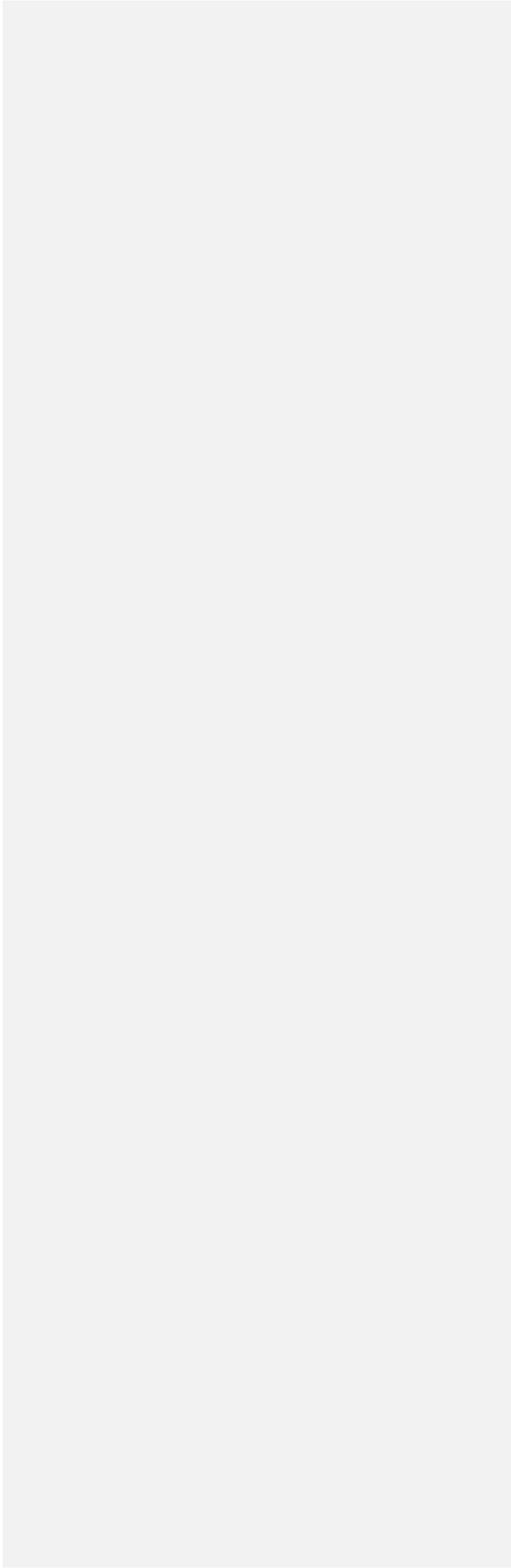
- The Chair of the Library Board communicates the Board's decision to the applicant within 45 days of the applicant's appearance before the Board.
 - The Library Board's decision shall be final.
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6.6 Study Rooms and Board Room Application

DATE OF APPLICATION			
RESERVATION WINDOW PERIOD	APRIL 1st THROUGH SEPTEMBER 30th OCTOBER 1st THROUGH MARCH 31st		
NAME OF ORGANIZATION/INDIVIDUAL			
SELECT TYPE OF ORGANIZATION	<input type="checkbox"/> BUSINESS <input type="checkbox"/> COMMUNITY <input type="checkbox"/> GOVERNMENT <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> NON-PROFIT		
NAME OF PRIMARY CONTACT			
EMAIL			
PHONE			
TITLE OF MEETING			
PURPOSE OR SUBJECT OF MEETING			
SPACED RESERVED	<input type="checkbox"/> STUDY ROOM #1 <input type="checkbox"/> STUDY ROOM #2 <input type="checkbox"/> BOARD ROOM <input type="checkbox"/> ZENBOOTH <input type="checkbox"/> LAB		
MEETING DATE	START TIME	END TIME	ESTIMATED ATTENDANCE
I have read and understand the Wasatch County Library Meeting Room Policy and agree to abide by it. I understand this application is considered a public record and subject to the Government Records Access and Management Act (GRAMA) pursuant to UCA 63G-2-202(1) and that public inquiries concerning the use of meeting rooms and study spaces will be answered from information supplied in the application.			
NAME OF APPLICANT			
SIGNATURE OF APPLICANT			
LIBRARY USE ONLY			
DATE RECEIVED:	STAFF INITIALS:	APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO	
DATE ENTERED IN CALENDAR:			

Submit completed application form to: library@wasatch.utah.gov

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6.7 Bowcut Room and Courtyard Reservation Guidelines

- The primary purpose of the Bowcut Room and the Courtyard is to support library programs and activities.
- The Bowcut Room and the Courtyard may be reserved free of charge if the meeting or activity is open to the public with no admittance fees and held during regular library hours. All meetings or activities shall conclude 10 minutes prior to library closing.
- If the meeting or activity is private or there is a charge for the public to participate, the Bowcut Room and the Courtyard may be rented for a fee.
- The Bowcut Room or the Courtyard will be reserved when a completed, signed, and approved rental agreement form is on file and applicable rental fees are paid.
- Applicants may have only one agreement in force per reservation window.
- Applicants (renters) must be 21 years of age and older.
- The Wasatch County Library may terminate any reservation when it is necessary for the safety and enjoyment of the public, for the protection of resources, for violation of any library policy, or deemed necessary in the public interest. No liability will be incurred by the County, its agents, or employees by reason of such termination, and no rebates, refunds, fees, rents, or deposits will be made solely because of such termination.
- The Wasatch County Library may modify a reservation under the provisions of section 6.7.1 Special Circumstances.
- Renter shall not assign or sublease any portion of the premises or any rights under a reservation without prior approval from the Library. Any such assignment or sublease shall be void, and the County shall have the right to exclude any and all personnel from the room/building attempting to exercise any rights or privileges under such assignment or sublease.
- Events that include admission charges require special notation on the application and approval.
- Cancellations: Rental fees are 100% refundable 30 days or more prior to reservation; 25% of the rental fee will be charged for cancellations received between 29 days and 14 days prior to rental. Changing or canceling a date less than 14 days prior to the rental date results in the complete forfeiture of any fees.
- ~~There are two annual windows for reserving the Bowcut Room and Courtyard:~~
 - ~~The reservation window for dates between April 1st and September 30th opens on April 1st.~~
 - ~~The reservation window for dates between October 1st and March 31st opens on October 1st.~~
- Failure to notify the library if the Bowcut Room and Courtyard are not used may result in the cancellation of the application, and the rental fees will not be refunded.
- Wasatch County Library reserves the right to final administrative decisions regarding the approval or denial of all applications.

Commented [JTL7]: This allows businesses to reserve the space for free to conduct sales pitches or to recruit clients.

6.7.1 Special Circumstances

- If an opportunity arises to hold a public event, the library may cancel or modify an approved rental agreement.
- The library will communicate the change to the applicant at least two weeks prior to the meeting.
- The library will suggest alternative meeting spaces in other County facilities and meeting spaces in the community.

6.7.2 Rental Fees

- Rental fee shall be paid at the time of reservation.
- Rental time: 1 – 4 hours \$50.00
- Rental time: All day \$100.00

6.7.3 Bowcut Room Capacity

- Auditorium-style seating capacity: ~~56~~50 chairs
- Classroom-style seating capacity: 5 tables (size 8'x2.5') & 6 chairs per table or ~~12~~10 tables (size 6'x2') & ~~3~~2 chairs per table.

6.7.4 Cleaning and Damage Fees

- Renter shall leave all facilities in a clean and orderly condition.
- The Renter is held responsible for the behavior of all attendees.
- If the facility is damaged or left unclean, the Renter shall cover all repair and reasonable cleaning costs.
- All personal items must be removed from the room/building on the day of use to avoid an additional day's rental charge.
- Trash is to be discarded in the dumpster located outside on the north side of the Senior Center.
- Chairs and tables should be properly stored or placed back in their original positions.

6.7.5 Rental and Use of Facility

- Renter is responsible for ensuring that the occupancy limit is not exceeded.
- ~~Renter ensures that no outside food is brought in. Catering from the Wasatch County Senior Center's "Cora's Kitchen" may be allowed.~~
- Renter ensures that no open-flame devices (e.g. candles, fireworks, fires, or barbeques are used in the building.
- ~~Renter ensures that there will be no use of items that produce strong or lingering odors—including foods, incense, essential oils, or scented products.~~
- Renter ensures there are no pets or animals inside the room. Service animals are welcome.
- Renter ensures that all furniture, equipment, and fixtures are returned to their original positions.
- Renter ensures that clean-up is done immediately following the use.
- Renter ensures that all trash is bagged and taken to the dumpster.
- Renter ensures that lights are turned off and doors are closed and secured.
- Renter agrees to be completely finished with use of the room 10 minutes before the library closes.
- The Wasatch County Library is a municipal facility and therefore is subject to the state laws prohibiting smoking in public buildings. Renter is responsible for any violations of "no-smoking" ordinances during the rental period.
- Renter is responsible for damages caused by tape, nails, staples, or hooks placed on the walls or floors. Floor protectors are to be used for items placed on the floors. No open water containers should be placed on the floors.
- Renter ensures that window blinds are protected and are not misused in any way.
- Renter ensures that no child is left unattended in the room. An adult 21 years of age or older must accompany any groups or individuals under the age of 18.
- The Renter is responsible for providing sound or lighting equipment needed, as well as a technician to operate said equipment.
- Renter ensures that exits and "exit" signs are not covered or obstructed.
- Renter agrees to exercise reasonable care and will not (a) damage or disturb any landscape, (b) damage or deface any structure or property, (c) disturb, deface, remove, or relocate artwork or any other property within the room, and/or, (d) allow noise levels to exceed those permitted by the City ordinances and State Law.
- Renter agrees that representatives of the Library or Wasatch County have the right to enter the room at any time during the rental period.
- Renter agrees that should any questionable and objectionable circumstance arise during the use, the County shall be the final arbiter. The Library and Wasatch County reserves the right to stop functions that violate the terms set forth in this Rental Agreement. Under those circumstances, visitors may be asked to leave the premises.
- Should a scheduling conflict between two parties arise, the Library will communicate with both parties in an effort to resolve the conflict. If the parties are unable to agree upon a solution, the first request received by the Library will be given priority.

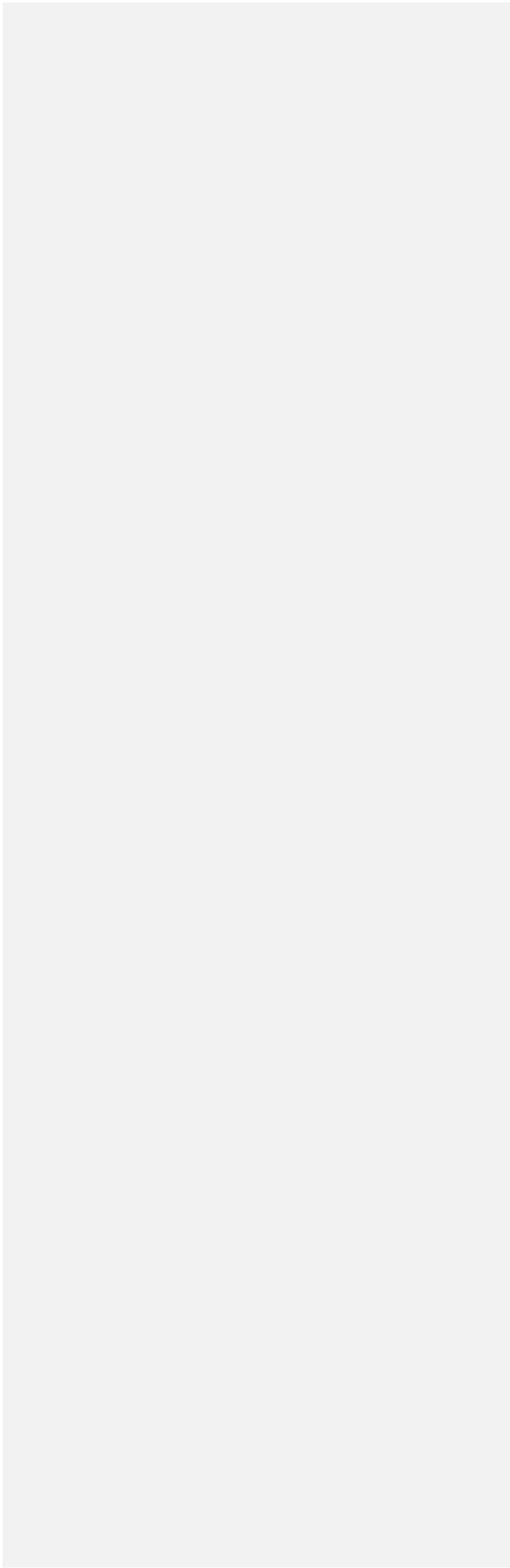
Commented [JTL8]: We need a statement about what foods and drinks are allowed in the Bowcutt Room (carpeted) and the Craftroom (hardwood).

Commented [AE8R2]: No bright colored beverages that easily stain.
Or
All food and beverages need to be served and consumed in the Craftroom. Not in carpeted areas.

6.7.6 Governing Law and Indemnification

The Renter, its agents, employees, permittees, and invitees shall comply with all applicable laws, ordinances, statutes, regulations, permits and licenses of the Wasatch County Library, Heber City, Wasatch County, State of

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6.8 Bowcutt Room & Courtyard Rental Agreement

DATE OF APPLICATION			
RESERVATION WINDOW PERIOD	APRIL 1st THROUGH SEPTEMBER 30th OCTOBER 1st THROUGH MARCH 31st		
NAME OF ORGANIZATION/INDIVIDUAL			
SELECT TYPE OF ORGANIZATION	<input type="checkbox"/> BUSINESS <input type="checkbox"/> COMMUNITY <input type="checkbox"/> GOVERNMENT <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> NON-PROFIT		
NAME OF PRIMARY CONTACT			
EMAIL			
PHONE			
TITLE OF MEETING			
PURPOSE OR SUBJECT OF MEETING			
SPACED RESERVED	<input type="checkbox"/> BOWCUTT ROOM <input type="checkbox"/> COURTYARD		
TYPE OF MEETING	<input type="checkbox"/> OPEN TO THE PUBLIC, FREE <input type="checkbox"/> OPEN TO THE PUBLIC, ADMISSION CHARGE <input type="checkbox"/> PRIVATE		
MEETING DATE	START TIME	END TIME	ESTIMATED ATTENDANCE
I have read and understand the Wasatch County Library Meeting Room Policy and the Bowcutt Room and Courtyard Rental Agreement, and I agree to abide by it. I understand this application is considered a public record and subject to the Government Records Access and Management Act (GRAMA) pursuant to UCA 63G-2-202(1) and that public inquiries concerning the use of the Bowcutt Room and Courtyard will be answered from information supplied in the application.			
NAME OF APPLICANT			
SIGNATURE OF APPLICANT			
LIBRARY USE ONLY			
DATE RECEIVED:	STAFF INITIALS:	APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO	
DATE ENTERED IN CALENDAR:	RENTAL FEE RECEIVED: <input type="checkbox"/> YES <input type="checkbox"/> NO	AMOUNT:	

Submit completed agreement form to: library@wasatch.utah.gov

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