



# Room Reservation Policy

## Purpose of the Policy

Duchesne County Library System's mission is to enrich the knowledge and inspire the growth of our communities and its residents. The library's community and meeting rooms are designated public forums to allow the community to connect and share information, interests, and comradery. In accordance with that mission, this policy regulates the fair use of the library's publicly accessible rooms.

## Reservations

Library sponsored programs have priority over all other room reservations. Community and meeting rooms may be reserved without charge for non-commercial use/events that are **open and free to the public at large** by residents of Duchesne or Uintah counties and community or non-profit groups sponsored by a resident of Duchesne or Uintah counties. Those purposes include cultural, educational, charitable, advocacy, civic, or religious. Limited private use of the room is permitted for a rental fee and is the lowest reservation priority. Refer to the [Room Fee Schedule](#) for allowed use, attendance limits, and applicable charges. Large, private events; commercial use; for-profit use; or events charging fees for attendees should reserve other non-library event spaces.

Community rooms are not available on Sundays or between the night hours of 9:00 PM – 7:00 AM any day. Other library rooms are only available during the library's open hours. Reservation requests must be made by an adult 18 years or older. All requests made by an entity or resident outside of Duchesne or Uintah counties will be assessed rental fees, regardless of the event's purpose.

Permission to meet in the library in no way constitutes advocacy or endorsement by the Duchesne County Library System or its Board of Trustees of the views expressed, policies, or beliefs of the individual or group using the facilities; nor will the library and trustees discriminate against them. All who utilize the rooms must follow the User Responsibilities section of this policy.

Reservation requests are submitted through the library's online reservation calendar. Requests are reviewed by branch management on a first-come, first-serve basis. The reservation time should include adequate set-up and take-down time for the event. Requests may be submitted according to the following schedule:

Starting November 15 for reservations from January 1 through June 30.

Starting May 15 for reservations from July 1 through December 31.

Multiple reservations or repetitive events may be made at the same time, but are limited to a maximum of one reservation per week. Single multi-day events may be approved by library management.

Requests will be denied if the purpose of the meeting or activity is illegal, conflicts with User Responsibilities, or presents hazardous, health, or security risks.

Applicants who do not adhere to User Responsibilities and reservation conditions in this policy, notify the library when meetings are canceled, or pay assessed damage/cleaning fees, may have their upcoming reservations canceled and any future requests denied.

## User Responsibilities

1. The library's Use & Behavior Policy and all applicable local, state, and federal laws will be adhered to by all attendees.
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.
3. The person/agent who submits the reservation must ensure supervision of the event by multiple adults that will observe and enforce all responsibilities and regulations agreed to. The reserving party must designate which adults the library should open the room for and the rental fees/cleaning deposit must be paid in full before room access.
4. Activities involving the presence of open flames, explosives, drugs, or hazardous substances are prohibited.
5. Number of attendees will not exceed the posted fire code capacity of the room nor the limit for private events.
6. The reserving party is responsible for the room setup and returning the room to its pre-event state including: vacuuming/cleaning floors, wiping/putting away/stacking all tables and chairs, dumping garbage, cleaning kitchenettes, washing dishes/utensils, turning off lights and thermostat, etc. Restrooms and entryways must also be monitored and cleaned for messes caused by the event.
7. Lightweight décor may only be pinned to the tackable sound panels (*not partition walls*) and must be removed immediately following the event. Glitter is discouraged.
8. Reserving parties are responsible to bring their own equipment, technology, etc. They may use the rooms' audiovisual equipment and whiteboards. Duchesne County Library System is not responsible for any damage or theft of any party's equipment, materials, or personal belongings.
9. Refreshments may be served in the room. Alcoholic beverages are prohibited. Drinks and soft foods containing a colored dye are discouraged. These products cause permanent furniture and carpet stains.
10. Copyright restrictions apply to the use of community rooms and equipment. They cannot be used to duplicate or show material protected by copyright law. Reserving parties may be liable for infringement.
11. If an event is free and open to the public, **anyone** must be allowed to attend as long as they follow the library's Behavior Policy. Reserving parties should post a sign at the room's entrance during the event, inviting the public to attend.
12. A cleaning deposit of \$25 is due before accessing the room. If paid by cash or check, a deposit for a single event can be refunded if the room is left completely clean and in its pre-event state; however, it must be picked up at the library within 3 business days following the event, otherwise the deposit must be cashed-in due to safety and auditing concerns and will be considered a library donation. Credit card payments are non-refundable. If the deposit is for recurring events, the deposit will be cashed immediately and after the final event, a refund must be requested within 3 business days or it will be considered a library donation. An additional cleaning fee of up to \$100 will also be assessed if the staff must clean/return the room, restrooms, and entrances, to its pre-event state depending on staff time required to do so. Damages to any library property will be assessed at reasonable cost and invoiced to the sponsor or agent who reserved the space.

## Appeals

An applicant may submit a written appeal about an administrative decision concerning the use of community and meeting rooms via the Library Director to the Library Board of Trustees within one month of the decision. The applicant may then be scheduled to appear before the Library Board at the next regularly scheduled meeting to state a position. Library management may also present a viewpoint at the same meeting. The decision of the Board of Trustees is final.

## Policy Review

This policy shall be reviewed at least once every three years by the Duchesne County Library System Board of Trustees.

Reviewed: January 20, 2026

Adopted: February 17, 2026

Effective: February 18, 2026

Original Adoption: Nov. 17, 2020



## Room Fee Schedule

Venue		Type of Event
Duchesne Community Room	Roosevelt (Community Room A or B)	
Free		Events open to the public <b>and</b> free of charge sponsored by a Duchesne or Uintah County resident.  (Educational/cultural events may only charge required license, certification, or manual fees—no profit to presenter/sponsor—for free use.)
\$15/hour	\$30/hour	<b>All these events must have no more than 45 attendees and are charged one hour minimum.</b> For-profit educational, cultural events; Closed/Private meetings, meals, parties, social events. <b>Any event sponsored by an entity or resident outside of Duchesne or Uintah counties.</b>
Not Available		Closed/Private meals, parties, social events of any group or individual with over 45 attendees; Other commercial/promotional use.
+\$15/hour		For events before or after normal library hours when a staff member must be present.
<b>Duchesne &amp; Roosevelt Study/Conference Rooms</b>		
Free		Personal/group study; free public event; interviews.
Not Available		For-profit educational events; private social events; commercial/business promotional use.

**Fees must be paid before accessing the room.**

Management will determine when a staff member should be present for before-hours or after-hours events when the room is being borrowed by patrons who have never borrowed the room before or the nature of the event calls for staff oversight. In these cases, the extra fee is charged.

Closed or private gatherings may only utilize one of the Roosevelt Branch Community Rooms.