

	Authorized By: Salt Lake County Library Board of Directors		
	Subject: Meeting & Study Room Policy		
	Effective Date	Version #	Revision Date
	December 18, 2006	10	June 22, 2026

Policy Statement

Salt Lake County Library (the County Library) is committed to providing a great place for patrons to visit and providing dedicated space for individuals and groups to use for studying, meeting, training, and other events of a civic, cultural, or educational nature.

Definitions

Card holder — Individual with an active County Library card.

Commercial or promotional use — Use intended to promote a service or product financially benefiting the person offering the service or product, including requiring attendees to pay to attend or for a service, or to provide personal information that will be used commercially. Individuals may voluntarily provide personal information to receive additional information if they so choose.

Governmental purposes — An official meeting that serves a governmental body or a meeting convened by a government official for the purpose of disseminating governmental information to the public.

Meeting room — A reservable space intended for groups, accommodating up to 99 people, depending on location. Meeting room use must remain free and open to the public.

Non-library sponsored group or event — An event that is planned and executed by an entity other than the library and not in partnership with the library.

Responsible party — Library card holder, age 17 or older, who is reserving and/or using a study and/or meeting room individually or for a group.

Room use — Meeting and study rooms available for public use.

Study room — A reservable space intended for individual study and accommodating up to 14 people, depending on location. Study room use may be private or open to the public.

Regulations

1.0 Reservation Priorities (in the order listed)

1.1

GROUP OR ORGANIZATION	ADVANCE RESERVATION
County Library	Without limit
Co-sponsored by the County Library	Up to one year prior to the event
Salt Lake County	Up to one year prior to the event
Non-county governmental or government-related entities (community councils, elected officials) for governmental purposes	Up to one year prior to the event but no more than once a month
Non-library sponsored groups or events	Up to 14 days in advance for study rooms Up to 60 days in advance for meeting rooms

1.2 County or governmental entities should contact libraries directly to make reservations.

1.3 Only County Library card holders may reserve meeting or study rooms in advance. They may do so online or in the branch.

1.4 Patrons without library cards may use an available study room at the time of inquiry but may not make a reservation for future use.

1.4.1 Patrons without library cards may not use or reserve a meeting room.

1.5 Failure to abide by county policies or ordinances, applicable state or federal law, or County Library policies may result in the loss of eligibility to reserve or use meeting and/or study rooms.

2.0 Non-Library Sponsored Reservations

2.1

	STUDY ROOM	MEETING ROOM
Maximum Room Occupancy	Up to 14, depending on location	Up to 99, depending on location
Advance Reservations	Up to 14 days	Up to 60 days

	STUDY ROOM	MEETING ROOM
Reservation Length	Up to 2 hours (reservations exceeding this must be negotiated with the branch)	Up to 4 hours (reservations exceeding this must be negotiated with the branch)
Advanced Reservation Requirements	County Library card required for walk-in, phone, or online study room reservations Patrons without library cards may use an available study room at the time of inquiry, but may not make a reservation for future use	County Library card required for walk-in or online meeting room reservations (patrons must agree to Terms & Conditions of meeting room use) The County Library cardholder reserving a meeting room as the responsible party must be at least 17 years of age
Frequency of Reservations	One reservation per day per branch	One reservation per week
Meeting Requirements	Private study or open to the public The responsible party must be present while the study room is in use	Must be free and open to the public The responsible party must be present while the meeting room is in use The responsible party cannot require attendees to register or sign in

2.2 The name, address, or telephone number of the library shall not be used as the official address or headquarters of an individual, group, or organization reserving or using a meeting or study room.

2.3 Non-library sponsored individuals or groups are responsible for promoting their meeting or event.

2.3.1 The library is under no obligation to display advertising for non-library sponsored events.

2.3.2 Meeting or activity materials posted within the County Library must adhere to the [Bulletin Board and Community Information Policy](#).

2.4 The name of the library and room name may be used only for directional purposes in any advertising or promotion of meetings or events and it must be clear that the library is not a sponsor, nor does it endorse any practices or points of view of the program or event.

2.4.1 If the name and address of the library appears in any advertising or promotion for directional purposes, such advertising must clearly state that the library is not a sponsor, nor does it endorse any practices or points of view of the program or event. For example, "This meeting is held in the Granite Branch Public Meeting

Room at 3331 S 500 E, South Salt Lake, UT 84106. The County Library does not sponsor, support, or endorse this event.”

2.5 The library logo or image of the library shall not be used in any advertising, marketing, or promotional materials, including to identify the location of the program or event.

3.0 Meeting and Study Room Use

3.1 Users agree to abide by the County Library’s [Library Use and Behavior Policy](#), and all statutes and regulations for the location of the meeting. The County Library reserves the right to enforce policies, statutes, and regulations.

3.2 Light snacks and non-alcoholic beverages are permitted as long as they do not disturb other patrons or disrupt County Library services.

3.3 Room use or noise levels must not disrupt library services or disturb other patrons. Users must comply with library requests.

3.4 Meetings for commercial promotion, marketing, or sales of products or services are prohibited in meeting rooms.

3.5 Individuals and groups shall not require attendees to provide personal information (such as name, phone number, email, or address) as a condition of attending or participating in meetings or events. Collection of attendees’ personal information for commercial, promotional, or solicitation purposes is prohibited. Attendees may voluntarily provide personal information to receive information related to the purpose of the meeting.

3.6 Expressive activities, such as gathering signatures for a petition, are not permitted in meeting or study rooms.

3.6.1 Solicitation inside the library of staff or patrons for participation in any expressive activity is strictly prohibited.

3.6.2 Please refer to the [Expressive Activities Policy](#) and [Salt Lake County Ordinance 14.56](#) for additional information.

3.7 The County Library adheres to [Salt Lake County Ordinance 19.82.120](#) and [14.56](#), which address signs on county facilities and grounds.

3.8 The County Library reserves the right to change or alter previously scheduled reservations at its discretion with prior notice to the responsible party to accommodate a group with a higher reservation priority as stated previously.

3.9 Rooms are available for use during regular business hours and may be used on a first-come, first-served basis within the adopted reservation priorities and non-library sponsored reservations (see above sections 1.0 and 2.0).

3.10 Meeting room reservations are limited to one reservation per week.

3.10.1 Study room reservations are limited to one reservation per day per branch.

3.11 The responsible party must be present during the meeting or study room reservation time.

3.11.1 When a meeting or study room is booked by the responsible party on behalf of a group, any violations of this policy will apply to the group and may result in the revocation of room reservation privileges for up to one year.

3.12 Users must allow library staff access to the meeting or study room at any time.

3.13 Rooms must be vacated at the end of the scheduled reservation, fifteen (15) minutes before closing, and/or upon request by library staff.

3.14 If a reserved meeting or study room is not occupied by the responsible party within fifteen (15) minutes of the reservation start time, the space becomes available for others to use.

3.15 Meeting and study room setup and cleanup, including tables and chairs, and returning furniture to original locations, is the responsibility of the responsible party.

3.16 The County Library is not responsible for any personal or group belongings or equipment that is damaged, stolen, or missing.

3.17 Individuals and groups may not store their property at the County Library.

4.0 Violations

4.1 Violations of this policy will result in cancellation of room use and may result in revocation of room reservation privileges for up to one year.

4.2 Repeated violations of this policy may result in being trespassed from all library properties for up to one year.

5.0 Charges

5.1 There is no charge for meeting or study room use.

5.2 Arrangements for equipment must be handled through the individual branch and availability varies by location.

5.3 Damage to the room, library property, or equipment, will be assessed to the responsible party.

5.3.1 Individuals with outstanding damage charges cannot make meeting or study room reservations.

6.0 Exceptions

6.1 Exceptions to this policy may be requested through the branch manager where the meeting room or study room has been reserved.

7.0 Complaints

7.1 Complaints about the content of a meeting, event, or program occurring in library meeting or study rooms must be provided in writing to a branch manager, and include contact information for the person filing the complaint.

8.0 Appeals

8.1 Individuals or groups have the right to appeal meeting room decisions utilizing the County Library's appeal process.

8.2 The appeal will be considered by the County Library director and is subject to review by the library board.

8.3 The County Library board's decision is final and no further appeals will be considered.

*Approved by the Salt Lake County Library Board of Directors on December 18, 2006.
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