

5. MEETING ROOM POLICY

5.1 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 the fair and equitable use of the meeting rooms and study spaces at the library.

5.2 Facilities

The Wasatch County Library has four meeting and study spaces:

- Study Rooms 1 & 2: Seating capacity 6. Available on a first-come, first-served basis.
 - Board Room: Seating capacity 12. Reservation required.
 - Bowcutt Room: Seating capacity 60. Reservation required.
- WHAT ABOUT THE ATRIUM/COURTYARD/AMPHITHEATER AND LOBBY?

5.3 General Guidelines for Meeting and Study Rooms

- Library activities, library-sponsored events, and Wasatch County government-sponsored meetings have priority.
- Available during regular library hours. All programs and meetings shall conclude 15 minutes prior to library closing.
- May be reserved up to six months in advance.
- 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.
- Public inquiries concerning meeting room use 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 shall abide by the **Standards of Conduct Policy**. → WE DO NOT HAVE ONE YET

5.4 Using the Board Room

- The primary purpose of the Board Room is to support library programs and activities.
- Applicants requesting to use the Board Room shall submit a completed Meeting Room Application through the library's website or on paper. The completed form must be reviewed by library staff before the Board Room can be reserved.
- Applicants reserving the Board Room shall be responsible for:
 - Maintaining order at the meeting.
 - Ensuring that the maximum capacity of the room is not exceeded. → CAPACITY IS NOT POSTED
 - 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.

5.5 Using the Bowcutt Room

- The primary purpose of the Bowcutt Room is to support library programs and activities.

- Applicants requesting to use the Bowcutt Room shall submit a completed Bowcutt Room Rental Agreement through the library's website. The completed agreement, rental fees, and proof of liability insurance must be submitted and reviewed by library staff before the Bowcutt Room can be reserved.
- Applicants reserving the Board Room shall be responsible for:
 - Maintaining order at the meeting.
 - Ensuring that the maximum capacity of the room is not exceeded. → CAPACITY IS NOT POSTED
 - 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.

5.X Using the ATRIUM/COURTYARD/AMPHITHEATER AND LOBBY

5.6 Denial of Use

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

- The purpose of the meeting or activity is illegal or potentially hazardous.
- The purpose of the meeting or activity is promotional, for fundraising, or financial gain.
- The meeting will present health or security risks.
- 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 regulations.

5.6.1 Appealing a Denial of Use

An applicant who has been denied the use of a meeting room may submit a written appeal to the Wasatch County Library Board of Directors within 30 days of receiving the denial of use. The appeal will be reviewed by the Library Board at their next regularly scheduled Board meeting. The Library Board will inform the applicant of its decision. The Board's decision shall be final.

5.7 Meeting Room Application

DATE OF APPLICATION			
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			
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.			
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:			

5.8 Bowcutt Room Rental Agreement

DATE OF APPLICATION			
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			
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 Rental Agreement and I agree to abide by it.			
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:	
	DEPOSIT FEE RECEIVED: <input type="checkbox"/> YES <input type="checkbox"/> NO	AMOUNT:	
	DEPOSIT FEE REFUNDED: <input type="checkbox"/> YES <input type="checkbox"/> NO	AMOUNT:	

5.8.1 ~~Booking~~ Reservation Guidelines

- ~~The primary purpose of the Bowcutt Room is to support library programs and activities.~~
- ~~Available during regular library hours. All programs and meetings shall conclude 15 minutes prior to library closing.~~
- ~~Space will be booked only~~The Boowcutt Room will be reserved when a completed, signed, and approved application is on file, and rental fee, cleaning/damage deposit are paid. ~~Rentals are only allowed to persons~~Applicants must be 21 years of age and older. ~~Active and paid members of the Senior Center are given first and top priority.~~
- The Wasatch County ~~Senior Center~~Library may terminate any rental when it is necessary for the safety and enjoyment of the public, for the protection of resources, ~~or~~ for violation of any ~~rules and regulations of the Senior Center~~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.
- Renter shall not assign or sublease any portion of the premises, or any rights under this permit without prior approval from the ~~Senior Center~~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 of sublease.
- Events, which include ~~sales in public facilities or~~ admission charges require special notation on application and approval.
- Cancellations: Rental fees/deposits 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 cancelling a date less than 14 days prior to the rental date results in complete forfeiture of any fees.
- Wasatch County Library and the Wasatch County Senior Center reserves the right of final administrative decisions regarding approval or denial of all building rentals.
- ~~The Senior Center is not available for rental on Sunday.~~

5.8.2 Rental Fees

~~RENTAL FEES — 8:00 a.m. to 10 p.m.~~

~~Rental fee and cleaning/damage deposit fee shall be paid at time of reservation.~~

~~Rental time: 1 – 4 hours \$100.00 minimum (1-4 hrs.), per room;~~

~~Rental time: 5 – 8 hours \$200.00 minimum (5-8 hrs.), per room — Flat Fee;~~

~~Rental time: Over 8 hours \$300.00 minimum (9-14 hrs.), per room — Flat Fee~~

~~Cleaning/Damage Fee (Refundable): \$100~~

~~Rental fee and “damage/cleaning” deposit fee of \$100.00 are to be paid at time of booking.~~

~~Rooms in the Senior Center will be rented on a separate basis according to the schedule above, based on availability.~~

~~Charges are assessed per room. Rental of one room does not allow use of any other rooms in the building without~~

~~paying the additional rental fee(s). No exceptions will be made. This helps defray costs of utilities and upkeep.~~

~~Additionally, there is a \$100.00 “damage/cleaning” deposit — due at time reservation is made.~~

~~Please check all items that you plan to use:~~

~~___ Tables ___ Chairs ___ Piano ___ Microphone & Stand ___ Renter is providing own Sound Equipment~~

~~___ Other _____~~

5.8.3 Room Capacity

- ~~Auditorium-style seating capacity: xx chairs~~
- ~~Classroom-style seating capacity: xx tables (size 6’x2’) & xx chairs~~

5.8.4 ~~Clean Up~~ Cleaning and Damage Fees

- ~~A \$100.00 damage/cleaning deposit is required on all rentals. ~~†~~The cleaning/damage fee is fully refundable ~~†~~provided the facility is left in satisfactory condition AND there is no violation of tobacco, alcohol or controlled substance abuse. NOTE:~~
- A new deposit ~~will be~~is required for each new use.
- 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~~ facility is damaged ~~or left unclean~~, the Renter ~~pays shall cover~~ all ~~repair costs of clean up and repair~~. ~~Costs are taken from the damage/cleaning deposit~~ The cleaning/damage fee will be used for these costs and the Renter shall be responsible for any outstanding balance.
- The ~~damage/cleaning deposit (minus any necessary deductions for damaged property – if the facility/room is not left in satisfactory condition) will be returned~~ cleaning/damage fee will be refunded within two (2) weeks of the use/~~event~~. If ~~any part of the deposit is~~ funds are withheld, an explanation will be sent within two (2) weeks after the scheduled ~~event~~/use.
- ~~Cleaning equipment is located inside the tables/chairs storage room in the Auditorium.~~
- All personal items must be removed from the room/building 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 ~~and/or~~ placed back in their original positions ~~if found that way at the outset, or as otherwise directed~~.

5.8.5 Rental and Use of Facility

Before the Rental:

1. Renter is to provide a Certificate of Insurance (proof of insurance) from his/her/an insurance provider. Said proof of insurance is to have minimum amounts of coverage as follows:

Comprehensive general liability:	\$1,000,000.00 per occurrence
	\$1,000,000.00 aggregate
Damage to rented premises:	\$50,000.00 per occurrence

No use will be allowed until this document is on-file at the ~~Senior Center~~ Library for the use/~~event~~.

~~NOTE:~~ To secure a special event policy for your event use, we suggest using one of the ~~on-line~~ "resources" listed ~~on the attached "Special Event Coverage Requirements" information page~~ in section 5.8.8 Special Events Coverage Requirements.

~~Indemnification – User shall indemnify and hold harmless County and its officials, agents, employees, contractors and volunteers from any and all liabilities, losses or damages and/or any and all claims, personal injury or otherwise, occasioned by or in connections with the activities or omissions of Renter and its officers, agents, employees, participants, patrons, occupants, vendors, contractors, guests and others, including assignees. This indemnification requirement includes indemnification for claims of attorney's fees, court costs and litigation expenses of all types and amounts.~~

2. No ~~items~~/materials may be delivered to the Facility Library prior to the Renter's set up time reserved time.
3. ~~Renter begins paying when set up time commences.~~

During the Rental:

1. Renter is responsible for ensuring that the occupancy limit is not exceeded.
2. Renter ensures that ~~there is no~~ outside food ~~whatsoever is~~ brought in. ~~If it is an authorized food "catered" event, catered ONLY by Kitchen staff of the Catering from the~~ Wasatch County Senior Center's "Cora's Kitchen" ~~may be allowed, food is allowed. No exceptions.~~
3. Renter ensures that no open-flame devices (e.g. candles, fireworks, fires, charcoal gas or barbeques are used in the building, or propane tanks of any kind are not in the building.
4. Renter ensures there are no pets or animals ~~(except doctor approved "service" animals)~~ inside the room/building. Service animals are welcome.

After the Rental:

1. Renter ensures that all furniture, equipment, and fixtures are returned to their original positions/location, including portable tables and chairs; i.e. leaving the room the way it was found.

2. Renter ensures that clean-up is done immediately following the use/~~event. The room/building is to be left in clean and orderly condition.~~
3. Renter ensures that all trash is bagged and taken to the dumpster.
4. Renter ensures that lights are turned off and ~~windows and~~ doors are closed and secure.
5. Renter agrees to be completely finished with use of the room/~~building no later than 10 p.m. 15 minutes before the library closes.~~

5.8.6 Other Policies

- The Wasatch County ~~Senior Center~~Library is a municipal building facility and therefore is subject to the state laws prohibiting smoking in public buildings. Renter is responsible for any violations of ~~the~~ “no-smoking” ordinances during the rental period. ~~In addition, the Senior Center prohibits any alcoholic beverages or controlled substances on the property.~~
- ~~Renter understands that the Senior Center’s Kitchen is not available for use of any kind.~~ Renter is responsible for damages, caused by tape, nails, staples, or hooks placed on the walls, or floors, ~~or stage~~. 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, ~~and are responsible for any damages.~~
- Renter ensures that no child is unattended in the room/~~facility~~ ~~for any reason at any time whatsoever.~~ An adult 21 years of age or older must accompany any groups or individuals under the age of 18.
- ~~The Senior Center provides a microphone hook up, if requested by the Renter. The stage lighting system is available, where applicable.~~ The Renter is responsible to provide ~~any additional~~ sound or lighting equipment ~~he/she may need~~ ed, as well as a technician to operate said equipment.
- ~~“No endorsement”: Permission to meet in the Senior Center in no way constitutes endorsement by The Senior Center or Wasatch County of the policies or beliefs of the organization or individual using the room/building. No advertisement or announcement implying such endorsement is permitted.~~
- Renter ensures that ~~at no time are~~ exits ~~or and~~ “exit” signs ~~to be~~ 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 art work or any other property within the room/~~building~~, and/or, (d) allow noise levels to exceed those permitted by the City ordinances and State Law.
- Renter agrees that ~~authorized~~ representatives of the ~~Senior Center~~Library or Wasatch County have the right to enter the room/~~building being rented~~ at any ~~and all times~~ during the rental period.
- Renter agrees that should any questionable and objectionable circumstance arise during the use/~~event~~, the County shall be the final arbiter. The ~~Senior Center~~Library and Wasatch County reserves the right to stop functions that violate the terms set forth in this ~~Contract~~Rental Agreement. Under those circumstances, visitors may be asked to leave the premises, and the ~~damage/cleaning~~ cleaning/damage deposit is forfeited.
- ~~NOTE:~~ Should a scheduling conflict between two parties arise, the ~~Senior Center~~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 ~~Center~~Library will be given priority.

5.8.7 Governing Law and Indemnification

The Renter, its agents, employees, permittees, and invitees shall comply with all applicable laws, ordinances, and statutes, regulations, permits and licenses of the Wasatch County ~~Senior Center~~Library, Heber City, Wasatch County, State of Utah, and the United States applicable to the use of the premises and to pay any taxes or fees that may be imposed by law in connection with the use and occupancy of the facility. The Renter shall hold harmless, defend and indemnify the County and its officials, employees and agents from and against any and all claims, losses, causes of action, judgments, damages, and expenses, including, but not limited to the attorney’s fees, because of bodily injury, sickness, disease or death or injury to or destruction of property or any other injury, or damage resulting from or arising out of (a) performance or breach of the Rental Contract by the Renter, (b) the Renter’s use of the building/room, or property adjacent thereto or (c) any act, error, or omission on the part of the Renter, or its agents, employees, permittees and invitees, except where such claims losses, causes of action, judgments, damages and

expenses result solely from the negligent acts or omissions or willful misconduct of the ~~Senior Center Library~~, Wasatch County and its officials, employees and agents.

5.8.8 Special Events Coverage Requirements

Liability insurance requirements must be met in order to ~~utilize-reserve~~ the ~~Senior Citizens Facility~~ ~~Bowcutt Room~~ located ~~at in the Wasatch County Library~~, 465 East 1200 South, Heber City, UT 84032. If you do not have existing liability coverage, your event may qualify for a Special Event Liability Policy. To secure a ~~special event~~ policy for your event, we suggest using one of the following resources:

- Contact your local Insurance Agent to set up a ~~policy~~ Special Event Liability Policy for your event.
- Use an online special event insurance company. Listed below are only 4 of the many companies who offer event insurance:
 - <https://www.theeventhelper.com/>
 - <https://www.markelinsurance.com/event>
 - <https://www.eventinsurances.com/>
 - <https://www.kandkinsurance.com>

Your Policy must include the following information:

- Specify date(s) of event and event description
- Minimum liability limit requirement: ~~\$1,000,000.00 per occurrence~~

Comprehensive general liability:	\$1,000,000.00 per occurrence
	\$1,000,000.00 aggregate
Damage to rented premises:	\$50,000.00 per occurrence
- Additional Insured must read as follows: Wasatch County, 465 E 1200 S, Heber City, UT 84032

Proof of insurance must be submitted 10 days prior to your event.

If you currently have liability insurance meeting the coverage requirements, please make sure that Wasatch County is listed as an additional insured on your policy prior to submitting proof of coverage to us.

Thank you and feel free to contact JoEll Rowley at 435-654-2909 with any questions.