Duchesne County Library System

Community Room Policy

Purpose of the Policy

Duchesne County Library System's mission is to facilitate and promote community and individual growth and opportunities. The library is a public forum to allow the community to gather and share information, interests, and comradery regardless of any community divisions. This policy regulates the use of the community room and its priorities in support of the library mission.

Reservations

Library and library-partner sponsored programs have priority over all other room reservations. Community rooms may be reserved without charge by individuals and community or non-profit groups for non-commercial use/events that are **open and free to the public at large**. Those purposes include cultural, educational, charitable, advocacy, civic, or religious. Some limited private use of the room is permitted for a rental fee and are the lowest reservation priority. Refer to the Community Room Fee Schedule for allowed use and applicable charges. Commercial use, for-profit use, or events charging fees for attendees should refer to other event spaces. No events are held in the rooms on Sundays.

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 policies or beliefs of the individual or group using the facilities.

Reservation requests are made by delivering a completed User Agreement to the facility and are calendared on a first-come, first-serve basis. The reservation time should include adequate set-up and take-down time for the event. Applicants must also be 18 years or older. Requests may be submitted in advance twice a year beginning on the following dates:

- **November 15** for dates between January 1 – June 30
- **May 15** for dates between July 1 – December 31

Requests for multiple dates in one of the six-month windows maybe made at the same time. If requests are received the same day from two different individuals/groups requesting the room for the same desired date and time, library management has discretion to assign priority to the requests to ensure balanced, flexible, and appropriate use of the rooms. Library management will assist an individual or group that did not receive priority in reserving the space for another date or library space if possible.

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

Applicants who fail to adhere to User Responsibilities and reservation conditions in this policy, to notify the library when meetings are canceled, or to pay assessed damage/cleaning fees, may have their upcoming or future reservations cancelled or denied.

User Responsibilities

1. The Behavior and Library Use Policy and all applicable local, state, and federal laws will be adhered to by all attendees.
2. The meeting or activity cannot interfere with library business or patrons.
3. The person who signs the User Agreement will be present during the entire course of the event, provide supervision by multiple adults, and ensure all responsibilities and regulations agreed to are observed.
4. Activities involving the presence of firearms, live ammunition, open flames, or hazardous substances are prohibited.
5. 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, cleaning kitchenettes, washing dishes/utensils, dumping garbage, etc.
6. Décor must not mar or affect the appearance of the community room or facilities and must be removed immediately following the event. Glitter is not permitted.
7. Amount of attendees will not exceed the posted fire code capacity of the room.
8. Reserving parties are responsible to bring their own equipment, technology, etc. They may use the facilities' mounted projectors and installed audiovisual equipment. Duchesne County Library System is not responsible for any party's equipment, materials, or personal belongings being damaged or stolen.
9. Light refreshments may be served in the room. Alcoholic beverages and drinks containing a dye (red, green, etc.) cannot be served in the rooms. These products cause furniture and carpet stains that cannot be removed even with commercial cleaning.
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 a meeting or activity is free and open to the public at-large reserving parties need to post a sign at the community room entrance during the event stating that the public is welcome to attend and participate.
12. A cleaning deposit of $25 is due before accessing the room. The deposit is refunded if the room is left completely clean and in its pre-event state. An additional cleaning fee of up to $100 will also be assessed if the staff must clean/return the room 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 signed the agreement.

Appeals

An applicant may submit a written appeal about an administrative decision concerning the use of community rooms to the Library Board of Trustees within one month of the decision. The applicant may then 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: May 19, 2020
Adopted: Nov. 17, 2020
Effective: Nov. 18, 2020
Original Adoption: Nov. 17, 2020

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Community Room User Agreement

1. I hereby acknowledge and declare that I:
    a. Am the sponsor or the authorized agent of the sponsor of the meeting to be held in the Duchesne County Library community rooms.
    b. Will be present during the entire course of the event.
    c. Have received and understand the Community Room and Behavior & Library Use policies and will oversee the appropriate use of library facilities by the attendees according to the agreements in them.
    d. Have reviewed the Community Room Fee Schedule and will pay applicable fees and cleaning deposits before getting access to the Community Room.

2. Requested Date(s): _____

3. Time (Start to End including setup and cleanup): _____

4. Purpose of Activity: _____

_____

_____

5. Anticipated attendance: _____

6. (Check all that apply.) Is the event:

Open to the public? ☐ Free to all attendees? ☐ A meal or party event? ☐

8. Name of Individual/organization agent: _____

9. Name of organization (if an agent): _____

10. Address of individual/agent: _____

11. Phone number of individual/agent: _____

12. Email of individual/agent: _____

13. Signature of individual/agent: _____

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Community Room Fee Schedule

Free	Events open to the public and free of charge. (Educational/cultural events may only charge required license, certification, or manual fees—No profit to presenter/sponsor for free use.)
$10/hour $60/day	Non-profit organization and community group meetings closed to the public.
$20/hour $120/day	For-profit educational, cultural events; Closed/Private meals, parties, social events of any group or individual up to 45 attendees.
Not Available	Closed/Private meals, parties, social events of any group or individual with over 45 attendees; Other commercial/promotional use.
+$5/hour	For events before or after normal library hours when a staff member must be present.

Reserved time must include set-up and take down time.

Prices are double for both halves of the Roosevelt Community 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. Staff must check the room for clean up before the patron leaves.

If management determines that the borrowing patrons have a history of responsibly maintaining the room, management may not be required to have staff stay or check for cleanliness. The extra fee may also be waived.