

Meeting Room Policies

Access to the library's meeting rooms is provided under the following guidelines and in compliance with seating limitations for each room:

1. The meeting rooms may be used for commercial and non-commercial activities.
2. Generally, no fees are charged under the following circumstances (A voluntary suggested use fee of \$10 is recommended):
 - a. Nonprofit meetings that are free and open to the public where all can participate fully
 - b. Governmental agency hearings that are open to the public
 - c. Meetings sponsored by LCLS in support of its mission and goals
3. Fees are charged for the following uses considered commercial:
 - a. Meetings that are closed to the public, e.g. interviews, depositions, etc.
 - b. Meetings of profit-making groups or businesses
 - c. Fundraising events other than those sponsored by the library
 - d. Meetings that are restricted to members of a particular group
 - e. Meetings that require payment of tuition or other fees
 - f. Meetings where products or services are promoted or sold
 - g. Meetings where money is collected through sales or donations
 - h. Private parties or events where only those invited may attend
4. Fees for all rooms other than the Cottonwood Room are \$25 per half hour. The fee for the Cottonwood Room is \$30

- per half hour. The fee is charged for the time used by the organization, and partial half hours are charged by the half hour. All fees must be paid the day the room is used.
5. Room set up and take down is the responsibility of the group using the meeting room. No library employees will be available to assist with set up or take down. Groups are expected to book adequate set up and take down time when booking a room.
 6. A library card or driver's license is required to check out the meeting room keys, microphones and AV cart.
 7. Piano teachers may book recitals in the Cottonwood/Willow Rooms at no charge for the room or use of pianos. Pianos are only available in the Cottonwood Room.
 8. Groups wishing to use the pianos in the Cottonwood Room may be required to complete and sign a Piano Use Agreement Form.
 9. Political rallies, demonstrations and announcements of candidacy may occur within a library meeting room as long as all meeting room and library policies are adhered to, including, but not limited to, no signage outside of the room and appropriate noise levels are maintained.
 10. When a meeting room is to be used for a private party or event that is limited to only those who are invited, a \$50 cleaning deposit is required. Once the room is inspected the deposit will be refunded within 45 days of the use of the room.
 11. Library activities take precedence over all other meeting room activities.
 12. Laramie County Library System reserves the right to review each prospective use and determine whether or not that use falls within the meeting room policies and LCLS's Code of Conduct and the needs and the functions of the library.
 13. To use the meeting rooms, the person responsible for the group must complete

- an application. Applications are used to ensure that groups comply with library policies.
14. Permission to use the library's meeting facilities does not constitute an endorsement by the library for a group's product, service or program. In issuing any publicity, groups may not imply that their programs are sponsored, co-sponsored or approved by LCLS.
 15. No alcoholic beverages may be served, and tobacco use is not permitted.
 16. Use of the premises may be terminated at any time if the conduct of the group or any member of the group is not in compliance with the LCLS Code of Conduct, meeting room policy or other relevant library policy or the needs and the functions of the library.
 17. NO frying of any kind may take place in the kitchen. Frying in the kitchen may result in a \$50 fee and suspension of all kitchen privileges for a period of one year.
 18. Vacuums are available upon request. If the room and/or kitchen are not left in a clean and orderly condition, a \$25 cleanup fee will be charged. The cost of repair and/or replacement for excessive damage to room, damage to equipment or cleaning of carpet stains may be charged to the group.

SPECIAL SERVICES AND FEES:

1. Commercial group fees: \$25 per half hour for all rooms except the Cottonwood Room. The fee for the Cottonwood Room is \$30 per half hour (partial half hours charged by the half hour).
2. For the Cottonwood Room and Willow Room, a kitchen is available at no charge. No refrigerator is available. Two large pots for coffee and one for hot water are available. All other supplies must be provided by the group using the kitchen. Note: If two meetings are going on at the same time, the kitchen may be shared.

3. Library audio-visual (AV) equipment, including a microphone, may be used in the meeting rooms. AV equipment must be reserved prior to the meeting. For a list of AV equipment and fees, ask the staff at the 'Ask Here' Desk on any floor.
4. Training is provided if you wish to connect your personal laptop to the meeting room technology or want to use the library's AV Cart. A training session may be arranged with the Network Department by filling out a training request form. The Network Department needs 72 hours notice in which to schedule a room and a trainer for the training session.
5. If you are using your own computer equipment to connect to the technology in the meeting rooms, limited troubleshooting assistance will be provided. Due to liability issues, the Network Staff will not be able to touch your computer equipment.
6. Computer Classroom: The primary use for the Computer Classroom is for library-offered classes or library-sponsored classes.
 - a. There is a \$25/per half hour fee for use of the Computer Classroom.
 - b. To book the Computer Classroom, the person who wishes to conduct a class in that space must go through the library's Computer Classroom orientation class.
 - c. Once the individual has completed this class, they may use the online 'Reserve a Meeting Room' booking form.



2200 Pioneer Ave. in Cheyenne • 307.634.3561
LaramieCountyLibrary.org

