

# Meeting Room Policies

## MEETING ROOM ACCESS, PUBLIC

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. Generally, no fees are charged under the following circumstances (a voluntary suggested use fee of \$10.00 is recommended):
  - a. Nonprofit and not-for-profit 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
2. 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
3. Private parties or events where only those invited may attend. Fees for all meeting rooms except the Cottonwood Room are \$25.00 per half hour. The fee for the Cottonwood Room is \$30.00 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.
4. 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 time and take down time when reserving the room.
5. A library card or driver's license is required to check out the meeting room keys, microphones and AV cart.
6. Signage of a non-permanent nature may be used just outside the door of a meeting room using only approved tape obtained at an Ask Here desk. Signage must not obstruct passage in any manner.
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. 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. Appropriate noise levels must be maintained.
9. When a meeting room is to be used for a private party or event that is limited to only those who are invited, a \$50.00 cleaning deposit is required. Once the room is inspected the deposit may be refunded within 45-days of the use of the room.
10. Library activities take precedence over all other meeting room activities.
11. 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.

12. 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.
13. 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.
14. No alcoholic beverages may be served, and tobacco use is not permitted.
15. 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 any other relevant library policy or the needs and functions of the library.
16. NO frying of any kind may take place in the kitchen. Frying in the kitchen may result in a \$50.00 fee and suspension of all kitchen privileges for a period of one year.
17. Vacuums are available upon request. If the room and/or kitchen are not left in a clean and orderly condition, a \$25.00 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: \$25.00 per half hour for all rooms except the Cottonwood Room. The fee for the Cottonwood Room is \$30.00 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 available. Two large pots of coffee and one for hot water 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 audiovisual (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 a laptop or other device to the meeting room technology or want to use the library's AV Cart. A training session may be arranged with the IT Department by filling out a training request form. The IT Department needs 72-hour notice in which to schedule a room and 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 IT employees will not be able to touch your laptop or other device.
6. Computer Classroom: The primary use for the Computer Classroom is for library-offered classes or library-sponsored classes.
  - a. There is a \$25.00 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 the 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.

Adopted May 25, 2021 by the Laramie County Library System Board of Directors.

## MEETING ROOMS, BEFORE LIBRARY IS OPEN AND AFTER LIBRARY IS CLOSED

1. All meeting room policies apply for meeting room usage before the library is open and after the library is closed.
2. The Cottonwood Room and Willow Room are available for before-hour and after-hour usage. All other meeting rooms are only available when the library is open.
3. A fee will be charged for before and/or after-hour usage at the rate of \$30.00 per half hour for the Cottonwood Room and \$25.00 per half hour for the Willow Room. (Governmental entities are excluded from this fee.)
4. A \$50.00 no-show or late fee will be charged to those who do not report at the scheduled time.

### BEFORE LIBRARY IS OPEN

1. The Cottonwood Room and Willow Room may be booked beginning at 7:30 am, Monday-Saturday and 10:30 am on Sunday.
2. No assistance will be provided other than check out of room key, microphones, and AV cart.
3. A library employee will meet the group in the Gallery space at the earliest time requested on the meeting room reservation form.

### AFTER LIBRARY IS CLOSED

1. No employees will be present after hours. After-hour usage is contingent upon availability of security personnel contracted by the library. The security company will be compensated by the person booking the room at the normal hourly rate charged to the library for security services.
2. Requests for after-hour usage must be made at least three weeks in advance and may be made online using the 'Reserve a Meeting Room' form. The time you request must overlap with the last hour the library is open.
3. Once the library receives your request, library personnel will contact the security company to check the availability of security personnel for the dates and times of your request.
4. No alcoholic beverages may be served, and tobacco use is not permitted.
5. You must be in the library prior to closing to check out the room key, microphones and/or AV cart. Employees may not stay late to accommodate you.
6. The library's wireless network shuts down at 10:00 p.m.

### HOLIDAY AND CLOSURES

Requests to use the library during holiday or other closures must be made to the Executive Director (County Librarian) or designee.

Adopted June 30, 2015 by the Library County Library System Board of Directors.