

3.17 MEETING ROOM AND STUDY ROOM POLICY

Meeting rooms and study rooms are available to the community on an equitable basis. See [APPENDIX C: Library Intellectual Freedom & Ethics Statements](#)

Permission to use meeting rooms does not constitute an endorsement by the Library of the group's policies or beliefs. The Library reserves the right to cancel or refuse use at any time.

Guidelines for Use

Meeting rooms (capacity) are available for reservations in the Fraser Valley Library (54), the Granby Library (60), and the Kremmling Library (25). Study rooms are available in the Fraser Valley Library (9), (4), and (3); the Granby Library (8), (6), and (4); the Juniper Library at Grand Lake (4-6); and Kremmling Library (4). If the room is not reserved, the room is available for the public.

- Library sponsored events are given priority for use of the meeting rooms. Thereafter, rooms may be reserved on a first come, first served basis. The Library reserves the right, when necessary and with 24-hour notice, to cancel permission to use a meeting room in order to accommodate the Library's primary purpose or the operational needs of the Library.
- Meeting rooms are available to nonprofit, government, and personal use.
- The individual reserving the meeting room must have a GCLD Library card and be 18 years of age or older.
- Reservations are made online at the Library website, <http://www.gclid.org> at least 48 hours in advance. Reservations may be made up to 60 days in advance.
- For every reservation, a representative of the users of a meeting room must schedule an appointment with Library staff for a walk-through of the meeting room to take place within 24 hours before the meeting, and receive instructions on use of both the security system and the projection equipment.
- The meeting rooms are available between 7 am and 10 pm, seven days a week.
- If study rooms are available for reservations, they may only be reserved for use during open hours.
- All exchange of money must take place outside of Library property. Organizers may charge for the sale of products during a program on Library property if granted an exception by the Board of Trustees. All such sales are the sole responsibility of the booking organization.
- Any publicity concerning a meeting or event must include contact information for the sponsoring organization. The Library will not serve as a contact point for non-Library events and Library contact information shall not be provided on promotional material for such meetings or events.
- Users of the meeting room are responsible for setting up and taking down all Library furniture that may be provided for use by the group using the meeting room.
- The Library will not provide storage for equipment or materials for groups using the meeting room.

- During open hours, and before leaving the Library, users must notify Library staff when the meeting is finished and the room returned to its original condition.
- A cleaning fee will be charged to the user's representative if extra janitorial work is needed beyond regularly scheduled cleaning to return the room to its original condition.
- Groups may apply to the Library Board of Trustees for a variance from the Meeting Room and Study Room Policy. The Board, in its sole discretion, will consider the request for variance at the next regularly scheduled Board meeting.

Activities including but not limited to the following may result in termination of use of the meeting room or study rooms:

- Illegal activities as defined by local, state, and federal law are not allowed on Library property.
- Use of tobacco, alcoholic beverages, marijuana, and/or illegal drugs is not permitted in or on Library property.
- Direct business transactions are not allowed on Library property.
- Groups using the meeting rooms must keep noise and behavior to an acceptable level for a library environment and for the surrounding neighborhood.
- Children of those attending the meeting may not be left unattended on Library property.
- A responsible adult, over 18 years of age, must be present at all times during the use of the room.
- Failure to notify the Library of a cancellation, no later than 24 hours prior to scheduled use.