

Mesa County Public Library

Meeting Room Policy

In keeping with the Library's intention to create welcoming spaces that serve as public commons, designated Library meeting rooms are available at no charge for use by local nonprofit community groups or individuals for informational, educational, cultural, or civic meetings and programs when the meeting rooms are not scheduled for Library purposes. Use of the Library meeting rooms does not imply endorsement by the Library, its Staff, or Trustees.

The Library Board encourages the widest possible use of Library meeting rooms as long as this use does not interfere with the normal functions of the Library.

- All meetings shall be free of charge and open to the public. No admission fee, registration fee, or monetary solicitation may be sought from meeting attendees.
- Meeting rooms are not available for private gatherings or for fundraising events or activities.
- Rooms may be used for educational, cultural, informational or civic activities and may include meetings, discussions, workshops, and other similar functions.
- Room reservations are first-come, first-served and are subject to cancellation if the room is needed for library programming.
- Programs involving the sale, advertising, or promotion of commercial products or services are prohibited.
- No single group may have more than two (2) meetings in a one-month period, unless the Library is a co-sponsor.
- The person reserving the room is responsible for any room set-up and clean-up, and must leave the room organized as it was upon arrival.
- Users agree to abide by all regulations of the library relating to the use of the facilities, including the Library Code of Conduct, and accept responsibility for all damages caused to the building and/or equipment beyond normal wear. Proposed uses that Library officials have reason to believe may pose a security threat or nuisance may be refused.
- The Library reserves the right to refuse use of its meeting rooms to any group or individual that violates, or has in the past violated, the Library's rules and regulations, including the Code of Conduct.
- Publicity for events held in library meeting rooms shall not imply endorsement or sponsorship by the Library.

This Meeting Room Policy was adopted by a unanimous vote of the Library Board of Trustees in their regularly-scheduled meeting of March 26, 2009.