

SUBLETTE COUNTY LIBRARY SYSTEM MEETING ROOM POLICY
Effective Thursday, September 1st, 2016

The meeting rooms in the Sublette County Libraries provide space for library sponsored and co-sponsored programs and for other meetings and programs of an informational, educational, cultural, recreational, or civic nature. Library sponsored activities are given priority in scheduling the use of the rooms. Use of any of the meeting rooms does not constitute an endorsement of the views of the users of the rooms by the library. The Sublette County Libraries will make the meeting rooms in the library available to all citizens with the understanding that they meet the following policies:

1. Only adults (18 or older) may reserve meeting rooms. Minors must have an adult chaperone attend the event. The adult must sign the meeting room agreement form.
2. **The person who signs the meeting room agreement assumes responsibility for any damage to the room or its contents, as well as being accountable for ensuring the library is secure, clean, and that all tables and chairs are properly stored. The meeting rooms must be left in a neat and orderly condition. The alarm must be set if departing when the library is closed.**
3. **Nothing shall be posted, taped, nailed, screwed or otherwise attached to the walls, floors, or other parts of the building or its furnishings. All art work must remain in place.**
4. Fees will be charged except for government entities, non-profits 501(c)3 and community groups unless they are using the rooms for fundraising. Examples of these types of groups are BOCES, 4H, homeschoolers, Little League, CURED, SAFV, Pregnancy Resource Center, funerals and memorial services, etc. Non-commercial individual use such as practicing the piano, laying out a quilt, doing personal taxes, or organizing personal papers is also free. Use of the meeting rooms for political campaign activities other than fundraising is free.
5. Meeting room fees in the Pinedale Library:
 - a. The fee for the use of the meeting rooms is \$10 per hour or portion of an hour for businesses, fundraisers and private events such as birthday parties, bunco, baby showers, baptism parties, Christmas parties, etc.
 - b. Rooms are available from 6:00am to 10:00pm. Patrons wanting to use the Lovatt room before 6:00am or after 10:00pm must make a twenty-four hour reservation. The Board Room and the Western History Room are only available from 6:00am to 10:00pm.
 - c. The Lovatt Room may be reserved for twenty-four hours for \$250 or forty-eight hours for \$350. This will include all areas (Lovatt Room & kitchen, Board Room and Courtyard) if they are available when the reservation is made. If the other areas aren't needed please notify the staff.

- d. Twenty-four and forty-eight hour reservations must be paid in full within three business days from the date the reservation is made, or the reservation will be canceled. Other fees may be paid the day the room is used. Twenty-four and forty-eight hour reservations that are canceled at least three days prior to the date of the event will be refunded in full by check after the first board meeting following the notice of cancellation.

6. Meeting room fees in the Big Piney Library:
 - a. Fee will be \$10.00 per hour for businesses using the meeting room or conference room for any purpose. The fee will also be \$10.00 per hour for fundraisers.
 - b. The Big Piney meeting rooms will be free for government entities, non-profits (501c3), community groups such as Little League, Trout Unlimited, CURED, SAFV, Pregnancy Resource Center, etc. Non-commercial individual use such as practicing the piano, laying out a quilt, doing personal taxes, or organizing personal papers, etc. is free.
 - c. Private events such as birthday parties, bunco, fundraisers, baby showers, baptism parties, Christmas parties, etc. are free in the Big Piney Library.

7. Prior arrangements should be made for the use of any library equipment such as projectors or computer. Personal equipment should be tested for compatibility well in advance of the event.

8. Room capacities are:
 - A. Pinedale- Lovatt Room- maximum of 195 people
 - B. Pinedale- Board Room- approximately 18 people
 - C. Pinedale- Western History Room- approximately 10 people
 - D. Big Piney Meeting Room- maximum of 75 people
 - E. Big Piney Board Room- approximately 8 people

9. Groups using the meeting rooms are responsible for all set-up and takedown. Tables and chairs are available.

10. Each group shall be responsible for cleaning up after use. Limited supplies and equipment will be provided by the library. Trash must be removed. A dumpster is available at both libraries.

11. The library is not responsible for items left unattended in the meeting rooms. The library is also not responsible for privately-owned equipment or materials used in the library. No storage space is available for meeting room users. The meeting rooms can't be locked when the library is open.

12. Neither the name nor the address of the Sublette County Library may be used as the official address or headquarters of an organization.

13. The library director is authorized to deny uses of the meeting rooms that are incompatible with our mission or the intended use of the facilities.
14. Organizations must schedule individual meetings. The library will not guarantee availability of the meeting rooms on a regular basis. The library meeting rooms aren't available for weekly meetings.
15. If the meeting room is to be used during hours when the library is closed, it is the responsibility of the scheduled organization to make arrangements to pick up a key, obtain an alarm code and get a brief tour of the meeting room during regular library hours.
16. If the meeting extends after library hours, the group shall be responsible for checking the restrooms, switching off the lights, making sure all outside doors are secured and turning on the alarm before departing the building.
17. The Pinedale Board Room is not available for children's activities.
18. An Alcohol Agreement Form must be completed and notarized prior to the event if alcohol will be served. If it isn't completed and turned into the library prior to the event, then alcohol may not be served.
19. The Sublette County Library Board reserves the right to waive any of the above regulations.