

Community Meeting Room Guidelines

1. Library meeting room facilities may be scheduled on a first come, first served basis to non-profit groups (excluding worship services). Library-related events will have first priority. Non-profit groups may use the facilities at no cost. There will be a \$100.00 deposit for all groups. Events should be free and open to the public; excluding Executive Sessions of various boards.

2. During regular library hours library personnel shall be responsible for opening, closing, and securing facilities. Groups that wish to reserve the Community Room outside of normal library hours will be charged \$25 per hour for staffing expenses. Library hours are:

Monday through Thursday:	9 am to 8 pm
Friday & Saturday:	9 am to 5 pm
Sunday:	1 pm to 5 pm

3. Audio-visual equipment is available for use. Please indicate on the meeting room contract any available equipment that you will need during the scheduled hours.

4. All groups using the library meeting room must adhere to the "Patron/Disruptive Behavior" clause in the Patron Relation section and the "Safe Child" policy in the Patron Relations section of Basalt Regional Library District's Operations Policy.

5. If minors are present in the meeting room during the scheduled time then a responsible adult supervisor must be in attendance throughout the schedule time.

6. Smoking, firearms and alcoholic beverages are not allowed in the building or on the premises.

7. The individual who signs the meeting room contract will be fiscally responsible for any and all damages to the facility and/or equipment which occur during the scheduled time as indicated below. There will be a \$100.00 deposit which will be refunded if there are no damages and no messes left behind.

8. Those using the library meeting facility must assume full responsibility for any loss or injuries that occur during the scheduled times. The library provides no insurance to cover medical expenses, dental expenses, hospitalization and/or disability for any individuals attending a scheduled event. Basalt Regional Library District assumes no responsibility for loss or damage to equipment or items brought into the library or any liability which might arise through the use of the facility.

9. The individual signing the contract must ensure that the meeting room will be returned to the condition in which it was found. Library staff members will not provide custodial services.

10. Please do not use tape of any kind on the walls in the meeting room.

11. Please keep meeting room occupancy at or below the maximum of 84 people.

12. Please check in at the service desk when arriving to use the meeting room and sign the meeting room contract if you have not already done so. Library staff will open and inspect the meeting room before the scheduled time.

13. Please check out at the circulation desk at the close of the schedule event. Library staff will inspect and close the room at this time.

14. Thank you for your courtesy while using Basalt Regional Library District's meeting room.