

WEBER COUNTY LIBRARY SYSTEM

Board of Trustees

PUBLIC MEETING ROOM POLICY

I. GENERAL GUIDELINES

- A. The Library welcomes the use of its meeting rooms for social and cultural activities and for discussion of current public questions. These meeting rooms are available on equitable terms to all groups in the community regardless of the beliefs or affiliations of their members. Please see the Library's Fee Charts for more information.
- B. The following locations offer meeting rooms available for after-hours use for an hourly fee charged regardless of organization status or the nature of the meeting (please see the Library's Fee Charts for more information):
 - Southwest Branch
 - Ogden Valley Branch
 - Pleasant Valley Branch
- C. Monetary transactions shall not take place in Library meeting rooms unless specifically approved by the Library Director.
- D. Library meeting rooms may not be reserved for any activity wherein the Library Director or Building Manager believes health or safety may be at risk, or where there is a possibility that Library facilities may be damaged.
- E. Library sponsorship may be given to any program or meeting for which the Library assumes responsibility or gives endorsement. Whether or not the Library co-sponsors the event, the name, address, or logo of the Library may not be used as the official address or headquarters of an organization meeting in the Library.
- F. Groups meeting free of charge on Library premises during regular Library hours must ensure their events remain open to the public, and must allow entry to anyone who wishes to attend. Such persons may be informed of the nature of the meeting, but may not be excluded or discouraged from attendance if they wish to remain.
- G. The Library shall not provide storage, even temporarily, for the property of organizations using a meeting room.
- H. Decorations must be pre-approved by the Library Director or Building Manager. Nothing may be fastened or affixed to walls or furnishings. Use of glitter, confetti,

feathers, or balloons as decorations are prohibited. The use of these materials may result in a retroactive cleaning charge.

- I. Only Library employees are authorized to set up or arrange tables, chairs, pianos, equipment, or technology. Only Library employees are authorized to move any of the previously listed items from one meeting room to another. Any additional equipment that is brought into a meeting must be approved ahead of time by the Meeting Room Coordinator or the Building Manager.
- J. Rulings of the Weber Fire Marshal as to room capacities and other matters of safety shall be observed in all meetings. Please see the Library's Fee Charts for more information.
- K. Groups wishing to serve refreshments other than bottled water at an event will be assessed a cleaning fee. Drinks from the café are not permitted unless the cleaning fee has been paid. Please see the Library's Fee Charts for more information.
- L. Refreshments must be consumed inside the meeting room, and the Library may limit the area within a room where refreshments may be served and consumed. The applicant is asked to clear away trash and food debris and clean any kitchen facilities used. Spilled food or drinks must be immediately reported to Library employees, who will assist with cleanup. The applicant will be required to pay for cleanup and replacement of Library property due to damage caused by spilled food or drink.
- M. The Library does not allow the serving of punch or other drinks made from a commercial base that contains a dye (red, orange, green, etc.), since this dye can permanently damage carpeting and other surfaces. Alcohol may be served at private events held on Library property only with the prior approval of Library Administration (see Library Alcohol Policy).
- N. Refreshments may be served in the following locations:
 - Main Library: auditorium, activity center, and classrooms
 - North Branch: activity center
 - Ogden Valley Branch: auditorium, bowery, community room, and board room
 - Pleasant Valley Branch: board room, activity center, and amphitheater
 - Southwest Branch: classroom, board room, activity center, amphitheater, and Black Box Theater
- O. The applicant is responsible for taking reasonable care of the reserved room, furnishings, and equipment. Children shall be supervised at all times.
- P. Pianos are provided in some meeting rooms for the use and enjoyment of the community. They may not be lifted onto, or off, the stage, as this causes them to go out of tune. Items may not be displayed on pianos. The Library will be responsible for piano care, cleaning, and tuning.

- Q. Groups may bring their own directional signs for placement outside a meeting room. Such signs may only display the name of the organization and the time of the meeting, and should be clean and neat in appearance. Upon request, the Library will provide an 8.5 x 11 directional sign and an easel.
- R. Distribution and/or display of promotional materials is permitted only for groups that have paid the commercial room use fee, and then only within their assigned meeting room. Promotional materials include, but are not limited to, brochures, cards, books, pamphlets, posters, or any other materials that display the name or logo of a business.

II. RESERVATIONS

- A. Applicants must complete an “Application for Meeting Room Use” on an annual basis. This form must be completed and signed by the applicant before the meeting room(s) will be opened.
- B. Reservation fees must be paid before a group is admitted into a meeting room.
- C. Requests for meeting room use may be submitted in person, over the telephone, or through email; reservations will be accommodated in the order received.
- D. Meeting rooms must be reserved at least 24 hours in advance.
- E. Reservations shall be limited to twelve meetings per calendar year, per building, for each organization. Exceptions for special Library-sponsored programs and other activities of limited duration shall be approved by the Library Director or Building Manager.
- F. Recurring reservations for a room will be accepted three months at a time and no more than three months in advance.
- G. Changes in plans will occur. However, reserved rooms should be canceled as soon as possible and no later than 48 hours before the scheduled reservation.
- H. The Library reserves the right to cancel or move a reservation during times of emergency, in the interest of safety, or if conditions warrant.

Violation of any of the aforementioned rules or procedures may result in the loss of Library Meeting Room privileges for a period of one year.

Approved 11/18/08
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