

Conference Room Use Policy

Purpose of Policy: The purpose of the Conference Room Use Policy is to guide the reservation and use of Cortez Public Library's ("the library") conference room.

Principles

- The library is committed to making space available to the public on a fair and equitable basis regardless of the beliefs or affiliations of individuals or groups requesting its use.
- The library supports free reservable space where groups can come together for educational, charitable, cultural, civic, or intellectual activities in a commercial-free environment.

Responsibilities

Any user is responsible for using the Conference Room in accordance with this Conference Room Use Policy. Patrons must comply with all federal, state, and local laws and follow all library policies.

The individual or contact person for the group making the reservation, if the group is not a registered entity with the Colorado Secretary of State's Office, or the entity if it is a registered entity, is liable for any damages to facilities and furnishings and shall indemnify and hold harmless the City of Cortez, its elected officials, employees, and the Cortez Public Library Board, from and against any all claims, suits, and actions of any kind, in any way resulting from, or arising out of, directly or indirectly, from the person or entity's use of the library or the Conference Room.

Library staff are responsible for interpreting and applying this Conference Room Use Policy in daily practice. The Library Director (or designee) is responsible for working to resolve disputes that may arise over the reservation and use of the Conference Room. The Library Director is the final authority in granting or refusing permission for use of the Conference Room.

Fees: The Conference Room in the library may be reserved free of charge.

Disclaimer

Use and/or reservation of the Conference Room does not constitute an endorsement or approval by the library of the individual, group, program, or point of view expressed. No publicity or promotion of the meeting or event should state or imply that the City of Cortez or the library endorses or sponsors the event, the individual, or the organization, except to designate the meeting location. The City or the library may not be identified as a co-sponsor without prior approval by the Library Director, or the relevant City of Cortez department director.

Reservation and Use Limitations

Reservations can be made no more than 3 months in advance, even when reserving multiple dates. The Conference Room is not available for public reservations outside of library operating hours. The Conference Room may be reserved in 1-hour increments, which must include any needed setup and take down time.

Reservations lasting more than 4 hours require Library Director approval.

Fire code regulations limit usage of the library's conference room to a maximum of 27 persons.

Priority for reserving rooms will be given in the following order:

1. Library-sponsored programs and activities
2. City of Cortez departments
3. Montezuma County programs and activities
4. General public

The library reserves the right to revoke permission to use the Conference Room by other entities if the room is needed for library or City of Cortez use.

The Conference Room may not be used for:

- Commercial purposes, fundraising, or sale of items. The only exceptions to this will be:
 - Programs or sales conducted by non-profit groups of which the proceeds or a percent thereof will go to the direct benefit of City-owned entities
 - Sale of material directly related to a City-sponsored program which has had the prior approval of the department director.
- Conferences that may interfere with library functions because of noise, activity, etc.
- Partisan political events or activities aimed at promoting specific candidates or causes.
- Food preparation or cooking.
- Events including gambling, alcohol, or tobacco.
- Personal social functions including but not limited to: parties, receptions, open houses, etc.

All meetings must be free and open to the public. Food and drink may be brought into the Conference Room with prior approval. Conference Room users are expected to clean up after a meeting and restore the room to its pre-meeting state.

Failure to follow the Conference Room Use Policy may result in the loss of future reservations and Conference Room use privileges.

Conference Room Reservation Form

The Cortez Public Library requires that the following information be filled out completely in order to reserve the library’s Conference Room.

Meeting Information

Individual or Organization Name (if applicable):

Date(s) of Meeting(s): _____ Time Range (including setup/ cleanup): _____

The Cortez Public Library is open 10 a.m.-6 p.m. Monday-Thursday and 10 a.m.-4 p.m. on Friday-Saturday. Patrons must vacate the meeting room 15 minutes before the library closes unless approved by the Library Director.

Size of Audience Expected: _____

Equipment Needed (check all that apply)

Screen / DVD Whiteboard

Contact Information

Name: _____

Address: _____

Phone: _____ Email: _____

Please Note:

- The library reserves the right to cancel all conference room reservations in the event of an unplanned closure due to weather conditions or other emergency.
- A responsible adult must be present at all times during events for youth under the age of 18.
- Food and non-alcoholic beverages may be served in the Conference Room, but cooking is prohibited. Food and beverages may be catered from outside with prior approval in writing by the Library Director (or designee).

Conference Room Users Are Responsible For:

1. Checking in and out with staff at the library’s service desk before and after their meeting room reservation time.
2. Setting up the Conference Room for their use and for cleanup afterwards. At the conclusion of the event, furniture must be returned to the configuration established by the library.
3. Operating presentation equipment, either library equipment or their own personal equipment. If instruction is required for equipment operation, Conference Room users may set up an appointment with library staff prior to their reservation date.

I have read, understand, and agree to abide by the terms of the Cortez Public Library’s Conference Room Use Policy.

INDIVIDUAL OR GROUP/ENTITY NAME: _____

Authorized Signature _____