

## Lafayette Public Library Room Use Policy

The Library meeting rooms are open to individuals and organizations engaged in educational, cultural, intellectual, or charitable activities. The large downstairs meeting room may also be used for large community events and private social functions. The study rooms may be used for small meetings and individual or small group study.

<b>2019 Rates</b>	<b>Meeting Room (lower level)</b>	<b>Conference Room (lower level)</b>	<b>Study Rooms (upper level)</b>
Maximum Occupancy	160 people	36 people	6 people (group room) 2 -3 people (small rooms)
Room Cost	\$50 per hour or \$200 daily rate	\$20 per hour \$100 daily rate	No charge
Equipment	<ul style="list-style-type: none"> <li>• LCD Projector</li> <li>• Projection screen</li> <li>• Sound system</li> <li>• Lectern</li> <li>• Coffeemaker</li> <li>• Whiteboards (2)</li> <li>• 18 tables (30" x 62")</li> <li>• Approx. 150 Chairs</li> </ul>	<ul style="list-style-type: none"> <li>• Large Monitor HDMI &amp; VGA Inputs</li> <li>• Whiteboard</li> <li>• Conference Phone</li> <li>• 2 Tables (48" x 60")</li> <li>• 15 Conference Chairs</li> <li>• 21 Stackable Chairs</li> <li>• Sink</li> </ul>	<ul style="list-style-type: none"> <li>• Whiteboard (group)</li> <li>• Desk/Table</li> <li>• Chairs</li> </ul>

1. **Occupancy limits are enforced. The library reserves the right to ask groups exceeding maximum occupancy to vacate the space and/or move to a different space (Additional fees may apply for larger rental spaces.)**
2. No fees are charged for:
  - Study room use (maximum occupancy applies – larger groups should request the conference room, classroom or meeting room). Persons or groups using the study rooms for personal gain (i.e. charging for a service) are encouraged to make a donation to the library to help maintain the facility.
  - Library sponsored events and meetings.
  - Lafayette city government events and meetings.
  - Events approved by the Library Director that are related to the Library's mission.

3. The Library reserves the right to make all decisions regarding free use of Library facilities.
4. Rooms must be used during the regular hours of Library operations. Exceptions will be made for City of Lafayette groups with permission of the Library Director or the director's designee.
5. The Library is a smoke free building at all times.
6. No alcoholic beverages are allowed.

### Meeting Room & Conference Room Usage Guidelines:

1. Lafayette city government meetings may have priority over other scheduled requests and may use the meeting rooms on a regular basis throughout the year.
2. Non-City sponsored groups can make requests up to six months in advance, but may not make more than three reservations in any six-month period. However, a limited program series may be allowed with permission of the Library Director.
3. The person reserving the room must be at least 18 years of age.
4. Activities related to meetings shall not interfere with the normal operations of the Library.
5. Payment is due 48 hours in advance of the reserved date. Reservations will be confirmed by the Library. Do not consider the room reserved until formal confirmation is received. Cancellations must be made 48 hours in advance to be eligible for a refund.
6. Please do not use tape, tacks, nails, or other fasteners on the walls or doors of any library spaces.
7. Children and teenagers must be accompanied by an adult sponsor who is present in the room for the entire meeting.
8. Storage facilities will not be provided for any organization.
9. Light refreshments may be served. Groups are responsible for providing their own food, drink, and supplies.
10. Reservation times must include the entire time the group is in the room, including set-up and clean-up. It is recommended that the meeting end at least 15 minutes prior to the Library's closing to allow time for everyone to leave.
11. The Library does not provide set up or tear down of meeting spaces. Groups are responsible for set-up and clean-up of chairs, tables, and any refreshments.
  - Please be advised that our tables are heavy, so plan accordingly.

- **5- 8 tables and 30 chairs should be left set up in the room at the end of your Meeting Room rental.** All other tables and chairs must be stacked appropriately and returned to the meeting room closets.
  - Tables left in the meeting room must be set up, not folded. Chairs may be left around the tables and/or stacked against the wall in sets of no more than 5 chairs. When using the closet chair stackers, please be sure to stack chairs according to the diagrams provided.
  - The Conference Room should be left set up in the configuration in which it was found.
12. Library staff may not be available at the time of your rental to assist with technology in the meeting room. Please contact us ([library@cityoflafayette.com](mailto:library@cityoflafayette.com)) to set up an appointment with a staff member to test out the equipment **in advance of your reservation** if you feel you will need assistance.
  13. The library reserves the right to refuse the use of the meeting room(s) or to discontinue the use of the room(s) by any group.
  14. Permission to use the meeting rooms does not imply endorsement by the Library of the viewpoints expressed by the persons or organizations using the rooms.
  15. No advertisement or announcement implying endorsement by the library shall be used to promote an event in the meeting rooms. All promotional material, and information about the event, shall include a contact name and the contact person's phone number.
  16. All meetings must be kept open to Library staff. The Library reserves the right to take photographs and video of events for future promotional materials.
  17. The Library is not responsible for items or equipment left in the building before, during, or after an event.
  18. Damages resulting from the use of a meeting room will be charged to the group.
  19. The Library shall establish registration procedures as needed to govern the use of the available rooms.

## Study Room Usage Guidelines

1. The study rooms may be used by persons of any age free of charge. Because space is limited, we ask that you make no more than 4 reservations in a 14 day period.
2. The group study room is for use by 1-6 persons. The small study rooms are designed to be comfortable for 1-2 people but may be used by up to 3 persons.
3. The group study room may be reserved up to 14 days in advance by calling the library. In addition, the small study rooms may be reserved up to 14 days in advance by phone or through the library's online reservation system. Walk-ins are welcome on a first come, first served basis. Exceptions to this rule: Volunteer tutors with area library-related programs, such as the Boulder Public Library Learn to Read Program, which may reserve the room up to 30 days in advance.
4. The study rooms are limited to a two (2) hour time block. A one-hour extension may be permitted if no one is waiting. Exceptions to this rule: Library staff and City staff on city-related business (i.e., not personal).
5. If the group has not arrived or called the Library to report a delay within 15 minutes of the scheduled time, the Library staff may allow others to use the room.
6. Damages to the room will be charged to the person who reserved it.
7. The rooms are not sound proof; therefore the users should be sensitive to the need for quiet in order not to disturb other library users.

## **Liability Waiver/Indemnification Agreement**

I have received, read, understood, and agree to comply with the City of Lafayette's Library Meeting Room Use Policy.

I hereby fully release and discharge the City of Lafayette, its officers, agents, and employees from any and all claims from injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with, the above meeting(s) in the Lafayette Public Library.

I further agree to indemnify and hold harmless and defend the City of Lafayette, its officers, agents and employees from any and all claims resulting from injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with, the above meeting(s) in the Lafayette Public Library.