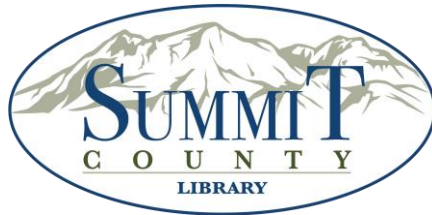


# Summit County Library System



## Policy #15 – Library Room Policy

Adopted: September 20, 2024

### 1. Section 1: General Statement of Intent and Uses

- 1.1. Summit County (the “County”) and the Summit County Library (the “Library”) offer study rooms and meeting spaces (“Library Rooms”) in and about the Summit County Library branches which may be used and reserved for use by the public, without charge. These Library Rooms are owned and operated by the County, and the County Manager has authorized the Library Director to administer these policies regarding public access to the Library Rooms. Individuals, organizations and community groups who would like to study, work, or host a public presentation or meeting are invited to reserve the Library Rooms. Library Rooms are classified as “Study Rooms” and “Community Rooms” and are described in Appendix A (as amended from time to time).
- 1.2. Unless a part of county business, Library Rooms are NOT available for the following activities:
  - 1.2.1. Commercial activities and presentations during which products or services will be sold or promoted or names solicited for the future sale or promotion of products or services;
  - 1.2.2. Social gatherings including, but not limited to, birthday parties, weddings, reunions, or receptions.
  - 1.2.3. Activities that, on account of their noise level, disrupt the ordinary and customary operation of the Library Rooms, including, but not limited to, athletic competitions or instruction, and programs involving dancing and live music and/or loud music;
  - 1.2.4. Activities that include wagering, gambling or other games of chance.

- 1.2.5. Library Staff has the discretion to deny use of a Library Room.
- 1.2.6. Library Staff has the ability to remove groups from the Library Room if there is a violation of this or other Library policies.

## **2. Section 2: Requirements**

- 2.1 All Library rules and regulations must be strictly followed.
- 2.2 Users must comply with all applicable local, state and federal laws.
- 2.3 No entrance fee may be charged for any event or activity hosted in a Library Room.
- 2.4 Attendance shall be limited to the capacity listed in this policy.
- 2.5 Minors under the age of 18 can use Study Rooms without parental permission, but Community Rooms must be reserved by an adult who is willing to take responsibility for any liability. The person hosting the event or activity, if applicable, shall serve as the authorized representative of the group, must remain on the premises throughout the activity, and is responsible for ensuring that all attendees observe the rules and regulations of the Library and this policy. This individual must report to Library staff at the beginning and end of the activity.
- 2.6 Library Room hours of operation vary by building. Please check with the Library for hours. Use of the Library Rooms shall be limited to Monday through Saturday. Library Rooms will not be available for any use on Sundays or holidays due to staffing limitations.
- 2.7 All persons contracting with the County for the use of the Library Rooms may be personally liable for any damage to County property during their use.
- 2.8 Persons using the Library Rooms shall be required to leave the room(s) in a clean, orderly condition, including but not limited to returning all chairs and tables to an orderly condition, returning all equipment to its proper place, and picking up and disposing of all trash and clutter. Users may not store any personal equipment in the room and shall remove personal equipment after each use of the room.
- 2.9 The Library reserves the right to refuse the use of any Library Room to an individual or group who has previously failed to abide by this policy.
- 2.10 The Library reserves the right to establish any other rules and regulations which will promote the effective and efficient operation and preservation of County owned property.
- 2.11 Neither the County nor the Library endorses the viewpoints or activities expressed by users of the Library Rooms. No advertisement or announcement implying such endorsement shall be permitted. Users of Library Rooms may not use the County's/Library's name or any of the County's/Library's marks or logos for any

promotional or similar purposes without the prior approval of the County/Library.

### **3 Section 3: Scheduling**

- 3.1 Reservations shall be accepted on a first-come, first-served basis, by speaking with a librarian or using the Library's online reservation system.
- 3.2 Library Rooms shall be reserved in the order in which requests are received.
- 3.3 Library Rooms may be reserved no more than fourteen (14) days in advance; for up to two (2) hours per day. Patrons may continue to use the Library Room beyond the reserved time if the room is not otherwise reserved or in use.
- 3.4 The Library reserves the right to substitute Library Rooms or to cancel the use of any room if the room is needed to conduct the business of Summit County.
- 3.5 Library Rooms are made available for the use of all Library patrons. The Library may, at its discretion, cancel reservations that violate this Room Policy or other Library policies (including proposed uses that pose a threat to the safety or security of Library facilities, collections, programs, staff, patrons or users, or proposed uses that constitute illegal activities), or because a user(s) is monopolizing Library Rooms.

### **4 Section 4: Set Up**

- 4.1 Additional time needed to set up for an activity must be requested at the time of scheduling.
- 4.2 The removal of any picture, plaque or other objects from walls is prohibited.

### **5 Section 5: Equipment**

- 5.1 Room set-up plans, equipment needs and other requirements shall be discussed with Library staff and confirmed in writing in advance of the event, if applicable. Furniture may not be brought in Library Rooms. Equipment must be approved by Library staff and must not disrupt Library operations (for example, with excessive power needs, noise or lighting).
- 5.2 Users are responsible for any materials, equipment, or property brought into Library Rooms. By using the Library Room, you agree to not hold the Library liable for any loss, damage, theft or vandalism to your property.

### **6 Section 6: Food & Beverages**

- 6.1 Light refreshments (hors d'oeuvres, sandwiches, cookies, beverages, etc.) are allowed.

However, beverages with a red, orange, grape or other base which would stain carpets are not allowed.

6.2 If food is served, it is the responsibility of those using the room to ensure that the room is thoroughly cleaned after the event.

6.3 In the event of a spill of either food or beverage, the Library shall be notified immediately.

6.4 Alcoholic beverages and smoking are strictly prohibited at all times within the Library Rooms. This includes the interior and exterior of buildings.

## **7 Section 7: Unlawful or Inappropriate Conduct**

7.1 Library Rooms shall not be used for any unlawful or inappropriate purpose. Any conduct occurring on County property which is unlawful or inappropriate shall result in the immediate termination of use and may result in fines and criminal charges being instituted.

## **8 Section 8: Personal Property**

8.1 Summit County shall not be responsible for any loss or damage to personal property occurring on County property during the use of a Library Room.

## **9 Section 9: General Rules**

9.1 No open flames may be used within any Library Room. This includes the use of sterno burners, candles, incense, etc.

9.2 No nails, tacks or duct tape may be used in/on woodwork or walls.

9.3 Use of the building during County business hours shall not interfere with the normal operation of County business or work of County staff.

Adopted this 19 day of September, 2024 by the Summit County Library Board.

Summit County Manager

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Shayne Scott

## Appendix A: Available Library Rooms

### Study Rooms

Room	Branch	Max Occupancy	Important Information
Mayne Study Room	Kimball Junction	9	Quiet study only (not enclosed at ceiling) Contains two tables with 8 chairs, and one reading chair. Power outlet in floor box
Phone Booth #1	Kimball Junction	1	Soundproof Contains one adjustable-height chair, wall-mounted desk, power outlet, LED light/ventilation fan
Phone Booth #2	Kimball Junction	1	Soundproof Contains one adjustable-height chair, wall-mounted desk, power outlet, LED light/ventilation fan
Study Room #1	Kamas Valley	4	Enclosed, but not soundproof Contains one round table and 4 chairs, and a power outlet
Study Room #2	Kamas Valley	4	Enclosed, but not soundproof Contains one round table and 4 chairs, and a power outlet

### Community Rooms

Room	Branch	Max Occupancy	Important Information
Small conference room	Kamas Valley	14	Contains two long tables and 14 chairs. Power outlet and sink/wash area also available