



SALT LAKE COUNTY LIBRARY SERVICES

Authorized By:		Salt Lake County Library Board				
Subject:		Room Reservation Policy				
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Policy Statement

In keeping with our commitment to provide relevant services and enrich the lives of members of the community, Salt Lake County Library Services provides meeting rooms where the public may gather to share ideas and information. Although library sponsored and cosponsored programs have priority over all other room reservations, the library invites noncommercial groups to use its facilities for programs and events. Rooms are available on equal terms without charge by all individuals and groups regardless of their beliefs or affiliations, as stated in the American Library Association's Library Bill of Rights.

Definitions:

Large Meeting Room – Large meeting rooms accommodate groups of forty or more people. Capacity varies by library branch.

Small Meeting Room – Small meeting rooms accommodate groups of up to ten people. Capacity varies by library branch.

Nonprofit/Noncommercial – Any noncommercial entity that does not sell or charge admission. It may be a Utah nonprofit corporation or an organization that qualifies as a 501c (3) charitable organization. The entity does not need to be incorporated to qualify.

Regulations

Large Meeting Room

1.0 Reservations

- 1.1 The following priorities (in order listed) govern the reservation of library meeting rooms:
 - a. County library meetings and activities
 - b. Activities co-sponsored by the County Library
 - c. Salt Lake County activities
 - d. Activities sponsored by other governmental or government related entities such as Community Councils or elected officials for governmental purposes. An entity may be required to provide written documentation of a governmental relationship.
 - e. Other nonprofit organizations

- 1.2 Groups in the **first three listed priorities** may reserve rooms up to **one year** prior to their planned event. Groups in the **forth listed priority** may reserve rooms up to **one year** prior to their planned event, but for no more than **once a month**. Groups in the **fifth listed priority** may reserve rooms **90 days** in advance of their activity.
- 1.3 Rooms are available from 10:15 a.m. to 8:45 p.m. Monday through Thursday or 10:15 a.m. through 5:45 p.m. on Friday and Saturday.
 - 1.3.1 Room reservations may be made by phone during library operating hours.
 - 1.3.2 Requests for rooms may be made online at anytime.
- 1.4 All reservations are subject to approval by the Customer Services Department, and are scheduled on a first-come, first-serve basis within the adopted priorities.
 - 1.4.1 Groups may appeal library staff decisions first, to the Library Administrator and finally, to the Library Board.
- 1.5 The person reserving the room must agree to the terms and conditions of the use of the room. Online applications are considered a valid signature.
- 1.6 All meetings must be open to the public unless closed by a public body in accordance with the Utah Open and Public Meetings Act (UCA 52-04).
- 1.7 The individual reserving the room must have a valid library card in good standing and be at least 18 years old. This person will be designated as the responsible party and is legally responsible for any damages or breach of agreement.
- 1.8 Reservations will be limited to 24 meetings per year per location for an organization or group. No group may have more than 100 bookings systemwide during the year. No group may book more than four consecutive hours at a library without prior approval from Library Administration. All times scheduled (even if later changed or cancelled) will count toward annual use limits. Failure to cancel (no shows) three or more bookings will result in loss of privileges for the group for one year. Exceptions to these limitations will require the approval of the Library Administration.
- 1.9 The library reserves the right to change or alter previously scheduled reservations at its discretion with prior notice to the responsible party to accommodate a group with a higher priority.
- 1.10 Meetings held for commercial purposes are prohibited, including organizations whose primary purpose is to sell or solicit names for future sales or business referrals.
- 1.11 No admission fees may be solicited or collected at the library. Sale of products or services is not permitted on library property.

- 1.12 Meetings held for nonprofit or noncommercial purposes must be for something other than to solicit donations or contributions.
- 1.13 The Library reserves the right to deny use to any group for failure to follow library rules, to preserve a safe environment or for any emergency which may arise.
- 1.14 The booking of a group and the content of its subsequent meeting does not reflect the endorsement, opinion, values or philosophy of the Salt Lake County Library Services. Complaints about the content of a program or event occurring in a library meeting room should be submitted according to the Reconsideration of Materials and Services Policy.
- 1.15 Exceptions to the policy and regulations may be granted only by the Library Administration or Library Board.

2.0 Charges

- 2.1 There is no charge to individuals or qualified groups for meeting room use, however, if the User Responsibilities are not upheld charges may be assessed on the account of the individual who reserved the room.
- 2.2 Equipment may be available for a fee. (See Fines and Fees Policy)
 - 2.2.1 Arrangements must be handled through the individual library and availability varies by location.
- 2.3 Damage to Library premises or equipment as a result of large meeting room use will be charged to the individual who reserved the room.
 - 2.3.1 Individuals with outstanding damage charges may not make further reservations at any branch.

Small Meeting Room

3.0 Reservations

- 3.1 Requests for room reservations are made through the individual library, either by phone, in person or electronically. Scheduling of conference/study rooms varies by location and demand.
- 3.2 Room reservations may be made from 10:15 a.m. to 8:45 p.m. Monday through Thursday or 10:15 a.m. through 5:45 p.m. on Friday and Saturday.
- 3.3 Library and library-sponsored groups take priority over all other requests.
- 3.4 The individual requesting the room will deposit a library card or photo identification to check into the room.
- 3.5 The reserving party will be responsible for the group's adherence to the Library Behavior Policy.
- 3.6 The library reserves the right to deny use to any group for failure to follow library rules, to preserve a safe environment or for any emergency which may arise.

3.6.1 Groups may appeal library staff decisions first, to the Library Administrator and finally, to the Library Board.

4.0 User Responsibilities

- 4.1 Group activities and room use cannot interfere with library business. (See Library Use Policy) This includes the impact an event will have on availability of parking for regular library business.
- 4.2 Activities involving the presence or use of any firearms, live ammunition, or hazardous substances are not permitted without prior Library Board approval unless otherwise authorized by law.
 - 4.2.1 This restriction is not intended to preclude the use of the facilities by law enforcement personnel in the course of their duties or otherwise in accordance with State law.
- 4.3 Nothing can be displayed or affixed to walls, building or library property that is not specifically made for display purposes, including advertisements or publicity posters announcing the event.
- 4.4 No food or drink will be allowed in the rooms with the exception of water in screw-top plastic containers without library staff permission.
- 4.5 Setup and cleanup of all tables and chairs, including returning furniture to original locations is the responsibility of the reserving party.
- 4.6 The reserving party will be responsible for the group's adherence to the Library Behavior Policy.
- 4.7 All rooms must be vacated 15 minutes before library closing.
 - 4.7.1 If the room is not vacated in a timely manner charges may be assessed on the account of the individual who reserved the room.
- 4.8 Individuals or groups may not store their property in the library.
- 4.9 Salt Lake County Library Services is not responsible for any group's equipment, materials or personal belongings damaged or stolen.
- 4.10 The library establishes the capacity for each room according to local fire code.
 - 4.10.1 The library reserves the right to enforce the fire codes, noise limitations or any other rule approved by the Library Board.
 - 4.10.2 Groups are responsible for ensuring that attendance at meetings does not exceed capacity.
- 4.11 Groups are responsible for complying with the ADA (Americans with Disabilities Act) and for providing requested accommodations for meetings or programs. A

statement regarding the availability of accommodations must be included in all publicity or notices.

Approved and passed December 18, 2006; revised and approved April 23, 2007 by the Salt Lake County Library Board of Directors; revised and approved August 25, 2008 by the Salt Lake County Library Board of Directors. Revised March 10, 2009.

Raymond Christy, Board Chair