



Authorized By:		Salt Lake County Library Board				
Subject:		Public Meeting Space Policy				
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Policy Statement

Salt Lake County Library Services is committed to providing a great place for everyone to visit and to providing dedicated space that individuals and groups may reserve for studying, meetings, training, and other events of a civic, cultural or educational nature.

Definitions:

Card Holder—Individual with an active Salt Lake County Library card.

County Library—Salt Lake County Library Services.

Meeting Room—Accommodates 10-80 people (depending on location).

Public Meeting Space—Study and meeting rooms available for public use by reservation.

Responsible Party—Individual or group reserving and/or using a study and/or meeting room.

Study Room—Accommodates up to 10 people (depending on location) and may be reserved for individual study.

Eligibility for Use:

Utilization of public meeting spaces is a benefit for Salt Lake County Library cardholders. County Library cardholders may reserve public meeting spaces online, in the branch, or by phone. Individuals without a Salt Lake County Library card are encouraged to obtain a card or sign up for a temporary card.

Regulations

1.0 Reservations

1.1 The following priorities (in order listed) govern the reservation of public meeting spaces in the County Library:

- a. County Library meetings and activities.
- b. Activities co-sponsored by the County Library.
- c. Salt Lake County meetings and activities.

- d. Meetings and activities sponsored by other governmental or government related entities, such as community councils or elected officials, for governmental purposes.
- e. Others.

1.2 Groups in the **first three listed priorities** may reserve rooms up to **one year** prior to their planned event. Groups in the **fourth 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 for use during regular business hours.

1.4 Capacity for each room is established in accordance with local fire code.

1.4.1. The County Library reserves the right to enforce local fire code.

1.5 Rooms may be reserved on a first-come, first-served basis within the adopted priorities (see 1.1).

1.6 The County 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.

1.7 The responsible party, must agree to the terms and conditions of the use of the room, and must adhere to the Library Use & Behavior Policy.

1.7.1 This individual will be designated as the responsible party and is legally responsible for any damages or breach of agreement.

1.7.2 If the individual is a minor, the responsibility falls to the legal guardian.

1.7.3 Online applications are considered a valid signature.

1.7.4 Individuals with outstanding damage charges cannot make public meeting space reservations.

1.8 The number of reservations made in a calendar year are subject to availability and to the terms and conditions agreement.

1.8.1 Meeting rooms may be reserved for up to four consecutive hours and study rooms may be reserved for up to two consecutive hours; any reservations exceeding these hours must be negotiated with the respective branch.

1.8.2 If a reserved study room is not occupied by the responsible party within 15 minutes of the reservation start time, the space becomes available for others to use.

1.8.3 If a reserved meeting room is not occupied by the responsible party within 15 minutes of the reservation start time, the space becomes available for others to use.

1.9 The County Library reserves the right to deny use to any individual or group for failure to follow terms and conditions of use, policy, or rules.

1.10 Use of public meeting space is not an endorsement by the County Library of the individual, entity, or services.

2.0 Charges

2.1 There is no charge to individuals or groups for public meeting space use.

2.2 Equipment may be available for a fee (see Fines and Fees Policy).

2.2.1 Arrangements for equipment must be handled through the individual branch and availability varies by location.

2.3 If the User Responsibilities (see section 3.0) are not upheld, or if there are damages to County Library property or equipment, charges may be assessed on the account of the responsible party.

3.0 User Responsibilities

3.1 All meetings and activities must be free and open to the public.

3.2 Meetings and activities in public meeting spaces must comply with the Library Use & Behavior Policy, and cannot interfere with County Library business, to include parking availability for other patrons.

3.3 Any materials promoting the meeting or activity must not reference the County Library as a sponsor or supporter of the meeting or activity.

3.3.1 Meeting or activity materials posted within the County Library must adhere to the Bulletin Board and Community Information Policy.

3.4 Public meeting space setup and cleanup, including tables and chairs and the returning of furniture to original locations, is the responsibility of the individual and/or group using the room(s).

3.5 The County Library is not responsible for any individual or group's equipment, materials or personal belongings that are damaged, stolen, or missing.

3.6 Users of public meeting space are responsible for ensuring that local fire code capacity limits are not exceeded.

4.0 Restrictions

4.1 All meetings or activities must end, and public meeting spaces must be at the end of the scheduled reservation and/or upon request by library staff.

4.1.1 If the room is not vacated within this time frame, it may result in loss of future public meeting space privileges.

4.2 Meetings or activities must not have admission fees.

4.2 Products or services may not be sold.

4.3 Meetings must be for something other than to solicit donations or contributions.

4.4 The presence or use of any firearms, live ammunition, or hazardous substances are restricted without prior Library Board approval, unless otherwise authorized by law.

4.4.1 This restriction is not intended to preclude the use of the County Library by law enforcement personnel, in the course of their duties or otherwise, in accordance with State law.

4.6 Individuals and/or groups may not store their property in the County Library.

5.0 Exceptions and Appeals

5.1 Exceptions to the policy and regulations must first be negotiated within the branch of the public meeting space reservation(s).

5.2 Individuals or groups have the right to appeal public meeting space decisions utilizing the County Library's appeal process.

5.2.1 The appeal will be considered by the County Library director and is subject to review by the County Library Board.

5.2.2 The County Library Board's decision is final and no further appeals will be considered.

5.3 Complaints about the content of a program or event occurring in a library meeting room must be provided in writing to a branch manager, and include contact information for the person filing the complaint.

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Paul Benner, Board Chair