

Library Meeting Room Policy

Mission Statement

The Longmont Public Library leads the community as the essential, welcoming space for all to learn, grow, and be.

Purpose

The conference and large meeting rooms are available on a limited basis for educational, cultural, intellectual, and civic events, programs, and meetings. All activities held within the rooms must adhere both to the City's Standards of Behavior, as well as align with the Library's mission, as stated above. Library programs take precedence over all other reservations, and organizations may be contacted in the event there is a conflict, where rescheduling will be arranged as available. The rooms cannot be used directly for financial gain or business purposes.

In accordance with the American Library Association's Library Bill of Rights, as well as the First Amendment, the Longmont Public Library does not limit the use of its meeting rooms based on the subject matter, content, views or beliefs of the meeting's sponsors, members, and affiliates.

- Use of the room cannot be for the following:
 - Birthday party
 - Social event or gathering
 - Memorial, reception, anniversary, or dedication service
 - Program or event where admission is charged

Capacity

- Conference Room: 20
- Meeting Room: 100

Equipment Available

- Video monitor (conference room)
- Projector and screen (meeting room)
- Whiteboards
- Wifi connectivity
- Microphone, sound projection (meeting room only)
- Flag (meeting room only)
- Podium (meeting room only)
- Kitchen Access (meeting room only)
- Chairs and tables
- Technology assistance or tours/room orientation must be reserved in advance of meeting times. Please note this request through booking forms when reserving, as technology assistance and room orientations may not be available at all times.

To reserve a meeting room, call 303-651-8795 or go to <https://longmontcolorado.libcal.com/reserve/lplbookit>

Terms and Conditions

Reservation Requirements and Restrictions:

- Each room can be reserved up to a maximum of 32 hours, annually, per organization
- Reservations can be up to 4 hours per day, during Library business hours
- Can be made up to two months in advance
- Reservations per organization may be made up to 2 times per month (once per room, or twice in the same room)
- Must be reserved a minimum of one week prior to the scheduled date
- Must be made through the Library's online calendar
- Setup times are required for all groups using the meeting room; please include setup and cleanup times within your booking window (i.e. if a meeting or program runs from 3:00-4:00, and the group needs 30 minutes to set up and 30 minutes to clean up, the reservation should be booked for 2:30-4:30)
- Setups are the responsibility of the group itself, and will not be provided by Library staff
- Groups will access rooms via the 4-digit PIN sent with their confirmation email, per the instructions posted to the door. PINs are time specific and will not be active until the exact minute that a reservation begins (on the 30 minute or hour mark).

-Groups must notify Library staff of cancellation or cancel online at least 24 hours prior to their reserved time; otherwise, the room will be assumed as occupied, and the time reserved will count towards the annual booking limits

- All activities must be confined within the room, and may not extend to the hallway, lobby, or atrium areas, nor interfere with other patrons' use of the Library and its facilities
- All reservations must be concluded at the end of their reserved time, and all participants must exit the room. Should groups stay past their reserved time, time will be added to their annual limit, and they will be issued an email notice regarding future use of the rooms
- All other requested equipment must be noted through the booking form
- Group is expected to clean up room (place chairs in stacks of 10, fold up tables, dispose of trash, and collect personal belongings); failure to do so will result in a minimum \$100 cleaning fee
- Publicity materials for public events and programs, such as flyers, posters, social media posts, and emails, must prominently include the following statement:

"Not sponsored or endorsed by the Longmont Public Library, City of Longmont, nor its affiliates."

OR

"Sponsored by ____ (name of organization or individual sponsoring program)."

- Catered/outside food is allowed within the room, but must remain inside the room; trash must also be disposed of properly, or group may be subject to a minimum \$100 cleaning fee

- Groups must provide their own tech equipment (i.e. laptop, external device, Apple product adapters, HDMI/VGA cables)

Disclaimers:

Library staff must review and approve each reservation, and the Library reserves the right to decline or reschedule reservations, as necessary.

The Library reserves the right to charge damage or cleaning fees, starting at \$100.

Accepted reservations do not constitute endorsement by the Longmont Public Library, its staff, or the City of Longmont. Additionally, reservations will not be promoted or advertised through the library's online media, websites, or printed marketing materials.

Holding any meeting or program as public in the Library's meeting rooms is a waiver of the right to refuse entry to any individuals. Groups reserve the right to limit attendance if meetings or programs are not held as public; however, library staff members cannot be expected to enforce or ensure the privacy of a meeting, nor the promotion or advertisement of a public meeting.