

03.05.01 Meeting Room Use Policy

PCCLD provides public access to event spaces, meeting rooms and study rooms on a reservation and first come-first served basis. These rooms are designed to offer accommodations for educational, informational, cultural, recreational and civic functions of the community in Pueblo County. The provision of public meeting rooms is one of many methods used to provide access to ideas representing all points of view on all subjects and to create welcoming spaces where all are free to explore and connect. Fees may be charged for use of event spaces and meeting rooms by the public.

The use of meeting rooms at each library will be governed by guidelines that will be administered by the Executive Director or their designee. Guidelines may vary among buildings as well as for different event and meeting spaces within each building. Users must comply with all stated guidelines and PCCLD reserves the right to revoke use privileges at any time.

I. Priorities

- A. PCCLD allows use of library event spaces, meeting and study rooms by the community when those facilities are not needed for PCCLD administrative use, activities sponsored by the Library in whole or in part, and when such use does not disrupt PCCLD programs and activities.
- B. Such permission is revocable and does not constitute a lease. PCCLD reserves the right to deny applications for use based on the availability of space or staff, frequency of use, or as deemed necessary by PCCLD's Executive Director or their designee.
- C. Library programs and library sponsored events will have priority and may lead to cancellation of public reservations if necessary.

II. Endorsement

- A. Permission to use an event space, meeting or study room does not imply an endorsement of the aims, policies or activities of any group or organization by PCCLD, nor the viewpoints expressed by participants in programs.
- B. No advertisements or announcements implying such an endorsement are permitted. However, PCCLD may elect to provide notification to the general public about a group's meeting or activity.
- C. For-profit activities are not permitted within event spaces, meeting or study rooms.

III. Equal Opportunity

- A. Activities taking place in event spaces, meeting and study rooms must not be closed to any person due to age, gender identity, race, religion, national origin, ability or any other legally protected category.
- B. PCCLD encourages all groups to use our facilities. If the meeting or event is not advertised as being "open to the public," groups using the event spaces, meeting or study rooms have the right to limit attendance, with the exception of legally protected categories. Library staff cannot be expected to enforce or ensure the privacy of any meeting or event.

IV. Liability

- A. All organizations or groups shall indemnify, defend and hold harmless PCCLD, its officers, agents and employees from and against any and all claims, suits, actions of any kind, resulting from any negligent act, omission or error of the user which results in personal injuries, or property damage arising from an individual's or group's use of a library event space, meeting or study room.
- B. The reservation holder and/or organization will be jointly and separately liable for any breakage, damage or theft of any library property caused by members of guests of the group of organization. Liability includes all applicable court costs and attorney fees.
- C. The Library, its employees and Trustees do not assume responsibility for personal injury, damage or loss of personal property during the applicant use of event spaces, meeting or study rooms.
- D. All activities and programs conducted in PCCLD's libraries must comply with all federal, state and local laws and are subject to PCCLD's rules, regulations and Code of Conduct. Groups or organizations failing to comply with any part of this policy or established meeting room guidelines may be denied further use of PCCLD event spaces, meeting or study rooms. The use of a library event space, meeting or study room signifies acceptance of the terms of this policy.

03.05.01G - Meeting Room Use Guidelines

1. Reservations, Scheduling and Responsibilities

- A. Public requests for the use of meeting and study rooms can be made
 - a. on the library's website
 - b. by contacting library staff via phone or email at the desired library location
 - c. in person at the desired library location
- B. Reservations for the Ryals Grand Event Space may be made by contacting the Rawlings Meeting Room Coordinator at (719) 562-5638 or meet.rawlings@pueblolibrary.org. Reservations for this space must be made at least two weeks prior to the date of the event. Reservations at Pueblo West must be made at least two weeks in advance for Sundays and four weeks in advance for events with alcohol. All other meeting room reservations must be made at least one week in advance. Same-day reservations and walk-ins are permitted for study rooms.
- C. Reservations must be made by persons 18 years or older and an adult must be present during the scheduled meeting or event.
- D. Beginning December 1st each year, public reservations will be taken for the following year. Public reservations are permitted once per month per library. Requests for additional reservations will be reviewed on a case by case basis and require manager approval. Recurring meeting and study room reservations are permitted; however, prior use of library meeting rooms shall not automatically entitle patrons to future use and no users should assume that a library meeting room may be considered a permanent location for their activities.
- E. Private parties, celebrations and receptions are limited to the Ryals Grand Event Space and designated meeting rooms across the district. These reservations are not complete without a signed contract and payment of a refundable cleaning fee deposit.
- F. Fees may be charged for the use of the Ryals Grand Event Space and for meeting room cleaning deposits. Payment in full for use of the Ryals Grand Event Space is due two weeks prior to the event. All meeting room cleaning fee deposits are due prior to the reservation date. Payment may be made by cash, check or credit/debit card (at limited locations).
- G. Reservations must take place during normal library operating hours with the exception of the Ryals Grand Event Space and meeting rooms designated for after-hours use. Arrangements must be made at least two weeks in advance for early entry and after-hours events. After-hours use may require security staffing and associated fees. Time for setup and clean up must be included in all reservations. The public will not have access to reserved spaces until the start time of their reservation and must be vacated by the end of the reservation time.
- H. Reservations will not be held beyond 15 minutes of the group's scheduled start time. Rooms must be cleared and cleaned up 30 minutes prior to the building closing time.

- I. After Hours Use: The party responsible for after-hours reservations must sign an agreement and receive in-person training on using the building after hours and will be responsible for securing the library during and after use. After-hours use may require payment of a refundable \$50 cleaning fee deposit. Entry codes for after-hours use may not be shared or transferred to others. Exterior doors may not be propped open, and restrooms must be cleared before leaving the building. All exterior doors must be checked upon leaving to ensure they are securely closed.
- J. PCCLD does not provide technical support. Reservation holders will receive instructions for A/V use prior to their meeting or event and have the option to schedule a meeting with PCCLD staff for additional training and/or equipment testing prior to the meeting or event. A/V may not be available at all locations during after-hours use.
- K. The person who makes the room reservation shall be the contact person unless specified otherwise and shall be the only person authorized to make changes and cancellations to the reservation. The contact person must be present for the reservation.

2. Cancellations

- A. Cancellations will only be accepted from the person who placed the reservation.
- B. PCCLD reserves the right to cancel any reservation due to unforeseen circumstances such as building or weather-related emergencies.
- C. PCCLD reserves the right to stop meetings or events that are disruptive to normal library operations or programming.
- D. Cancellation for event spaces and meeting rooms should be made a minimum of 48 hours before the reservation start time. Failure to comply may result in losing future access to library event spaces and meeting rooms. Notice of cancellation must be made to the branch library where the reservation is scheduled.

3. Use/Care of Facilities and Equipment

- A. It is the user's responsibility to leave the room in the condition in which they found it and return furniture to its standard configuration. Users must remove all leftover food, containers, beverages and all other personal or group-owned items. Patrons are responsible for cleaning the room after each use, to include: depositing all trash in provided receptacles or dumpsters if available, cleaning up any spills, spot-vacuuming the carpet and wiping down tables and chairs. Failure to comply with these guidelines may result in retention of the refundable cleaning fee.
- B. Any damage done to room, property and/or equipment may result in recovery charges to cover the cost of cleaning and repairs. If unpaid, this balance will be submitted to a collection agency.
- C. PCCLD nor its employees will handle, care for or act as custodian of any equipment or property before, during or after a meeting or event. Advance and overnight storage is prohibited and exceptions must be approved by the branch manager. Meeting room users take full responsibility for their own belongings.
- D. Fire code - No open flames are allowed inside the Library. This means NO candles. No flames are allowed outside within 25 feet of the Library building. This includes cigarettes and barbeque

grills. Do not block fire exits. Sterno canisters are permitted in the Ryals Grand Event Space for use with catered buffets. Fire extinguishers are provided in all meeting rooms.

- E. Decorations may only be hung using library-supplied tape. No other adhesives, staples, nails or tacks may be used. Additional prohibited items include: candles, bird seed, confetti, glitter, fireworks, etc. No decorations may be hung from the ceiling. Library staff is not available to assist in bringing in or taking out decorations or materials from private functions. All decorations and tape must be removed from the room at the end of the event.
- F. Balconies (Ryals Only) - Individuals may request access to the Ryals Grand Event Space balconies at the time when the reservation is made and when the rental agreement is signed. Use of balconies requires strict adherence to PCCLD's Code of Conduct and safety guidelines. The use of balconies can be withheld at the library's discretion at any time. Weather may prohibit use of balconies and is also subject to the library's oversight (examples: high winds, electrical storms, rainstorms, snow, etc.). Nothing should be thrown over the balcony walls at any time. Only designated furniture or items approved by the library in advance may be taken outside onto the balconies. Reservation holders are required to keep the exterior balcony doors closed to maintain proper interior temperatures. A security guard must be present anytime the balconies are in use and it is the reservation holder's responsibility to pay in advance for security guard fees.
- G. Assistive listening systems are available in the Ryals Grand Event Space and in meeting rooms at the Rawlings Library. Requests for additional assistive listening equipment can be requested with one week's advance notice.

4. Food, Refreshments and Alcohol

- A. Food - Light refreshments may be served in all meeting rooms. Light refreshments consist of bakery items, drinks, pre-packaged snacks and boxed lunches. No food preparation is allowed onsite. Catered meals/buffets may only be served in the Ryals Grand Event Space and designated branch meeting rooms.
- B. Catering - All hot meals/buffets must be prepared by a licensed caterer or commercial kitchen. The caterer/kitchen must be licensed with the Pueblo Department of Public Health and Environment. All food brought in by the caterer must be prepared prior to bringing it into event spaces and may not be cooked onsite. The reservation holder is responsible for all arrangements with the caterer. The caterer/host is responsible for providing everything needed for the event other than tables and chairs (linens, tableware, serving utensils, water carafes, glasses and other service items). The caterer and/or host is responsible for removal of all food and catering equipment in a timely manner following the event.
- C. Alcohol - Alcohol cannot be sold in the library or served during library business hours and is only permitted in the Ryals Grand Event Space and in designated branch meeting rooms after hours. Alcohol must be served at a tended bar and it is the reservation holder's responsibility to secure any required licensing from the City of Pueblo for events where alcohol will be served. If alcohol will be served, security is required and the reservation holder is responsible for associated security fees. PCCLD reserves the right to not allow alcohol to be served at an event if one or more of the principal hosts are under the age of 21 years. Colorado State Liquor Laws require anyone who consumes alcoholic beverages to be 21 years of age or older, and that all minors under the age of 21 are prohibited from purchasing or consuming alcoholic beverages.

The responsibility for compliance rests solely with the host to assure that minors do not consume or “help themselves” to available beverages at self-serve tables or left unattended at guest tables.

5. Security

- A. Library-contracted security staff are required when balconies are used, alcohol is present and may be required during events occurring outside regular business hours. There is a 3-hour minimum when security is required with an hourly fee of \$25 per hour per guard.
- B. Early arrivals starting at 8am for meeting rooms at the Rawlings Library are permitted without additional security with one week’s advance notice to the Meeting Room Coordinator. The Rawlings security guard on duty will be responsible for letting early arrivals into the building. Arrangements for early entry to meeting rooms at branch libraries must be coordinated with branch staff.
- C. For events occurring after hours in the Ryals Grand Event Space at Rawlings, a minimum of two guards are required, one to remain posted at the library entrance and one on the 4th floor. One guard is recommended for every 150 guests. If alcohol is served, one guard is recommended for every 75 guests.

6. Restrictions

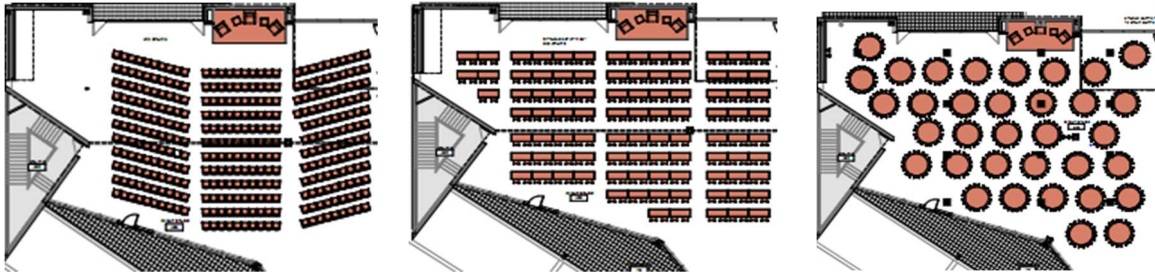
- A. For-profit activities are not permitted within PCCLD event spaces, meeting or study rooms. The exchange of money and/or payment of an entry fee as a condition of attendance or participation is not permitted.
- B. Signing of petitions is only permitted within meeting room spaces and outside of the building. No active solicitation, recruitment or impediment to library access is permitted as a result of petition-related activities.
- C. Only service animals and animals that are a part of library-sponsored programs are allowed in event spaces, meeting and study rooms.
- D. The library has the right to refuse any reservations for programs or gatherings that may be in violation of PCCLD’s Code of Conduct <https://www.pueblolibrary.org/PCCLDpolicies>
- E. Organizations may not use the name, address, or telephone number of the library for any purpose other than identify the location of a meeting or event. PCCLD should not be listed as a co-sponsor of any event without prior approval. Any promotional material should be submitted to PCCLD for review prior to distribution. It is the responsibility of the group using the event space or meeting room to obtain final confirmation/approval of room use prior to issuing invitations and press releases. PCCLD’s Director of Community Relations should be notified of any anticipated media coverage. Photography within event, meeting and study rooms is permitted and the event host bears responsibility for obtaining permissions from participants to be photographed or filmed.
- F. Media presentations shown in event, meeting or study rooms during normal business hours must be suitable for public viewing. It is the responsibility of the presenter to abide by all media copyright and screening performance rights restrictions.

G. Tables and chairs may not block room access or emergency exits.

7. Rooms and Fees

A. Ryals Grand Event Space (Rawlings Library)

- a. The Ryals Grand Event Space can accommodate up to 300 guests. There are three room configurations available for public use: theater seating (chairs only), classroom (rectangular tables with chairs) and banquet (round tables with chairs).



- b. All reservations must be booked with a minimum of two weeks' notice and require a signed agreement, copy of photo identification, payment, and a walk-through with staff prior to the reservation being confirmed. Charitable, governmental and educational organizations will be required to submit a copy of the organization's tax determination letter to keep on file.
- c. Fees for public use: \$100 per hour will be charged for events and meetings. \$50 per hour will be charged for setup and takedown time. A refundable cleaning deposit fee of \$150 is required for all private parties, celebrations and receptions. Security fees apply to all after-hours events.
- d. Fees for nonprofit, governmental and educational entities: \$50 per hour will be charged for events and meetings. \$25 per hour will be charged for setup and takedown time. A refundable cleaning deposit fee of \$150 is required for all private parties, celebrations and receptions. Security fees apply to all after-hours events.
- e. Sponsorship opportunities may be available for nonprofit, governmental and educational entities. Inquires may be submitted to the Director of Community Relations and Development.
- f. This space is available for after-hours use and requires security for any events held outside of library hours and during any bookings that have requested balcony access. Catering is permitted in this room. Alcohol may be served during after-hour events from a tended bar.

Capacity	Amenities	Hourly Fee	Cleaning Deposit	Private parties	Hours Available
300	After-hours use permitted. Catering Kitchen (Refrigerator/Freezer, Food warmer, ice machine, sinks, counters, prep table), A/V (laptop, projector and sound equipment), lectern, stage	\$100/hr for events \$50/hr for setup/take-down Nonprofit Governmental & Educational Use: \$50/hr for events \$25/hr for setup & take-down A minimum of 2 security guards are required after-hours @\$25 per hour, per guard	\$150	Yes	Mon-Thu: 9am-8:30pm Fri-Sat: 9am-5:30pm Sundays: 1-4:30pm After-hours reservations require staff approval

B. Meeting Rooms

- Meeting rooms typically have A/V equipment available for public use, as well as additional amenities such as kitchenettes and whiteboards.
- After-hours use is only permitted in designated rooms. Security may be required for after-hours events.
- Parties, celebrations and receptions are only allowed in designated rooms.
- A cleaning fee deposit of \$50 is required for all parties and after-hours events.
- Meeting rooms may be reserved for groups of 5 people or more.

Library	Room	Capacity	Amenities	Hourly Fee	Cleaning Deposit (Refundable)	Private Parties	Hours Available
Barkman	Large Meeting Room	27	Sink, counter, coffee pot, A/V (laptop and projector), lectern, whiteboard, chairs (25), tables (6)	none	\$50	Yes	Mon-Thu: 9am-8:30pm Fri-Sat: 9am-5:30pm
Barkman	Small Meeting Room	8	Whiteboard, table (1), chairs (5)	none	none	No	Mon-Thu: 9am-8:30pm Fri-Sat: 9am-5:30pm
Greenhorn	Burns Community Room	75	Serving counter (sink, counter, coffee maker), A/V (laptop, projector, BluRay/DVD player, handheld and lapel microphones), lectern, chairs (77), tables (12), folding craft tables (8)	none	\$50	Yes	Mon-Thu: 10am-6:30pm Fri-Sat: 10am-5:30pm After-hours and Sundays require staff approval
Giodone	Large Community Room	60	Serving counter w/sink, A/V (laptop, projector, BluRay/DVD player, microphone), lectern, chairs (60), tables (10)	none	\$50	Yes	Mon-Thu: 10am-6:30pm Fri-Sat: 10am-5:30pm After-hours and Sundays require staff approval
Lamb	Lamb Meeting Room (lower level)	50	Serving counter (sink, counter, microwave, coffee maker), A/V (laptop, projector, microphones),	none	\$50	Yes	Mon-Thu: 9am-8:30pm Fri-Sat: 9am-5:30pm

			lectern, chairs (40), tables (11)				
Lucero	Large Community Room	70	Serving counter (sink, counter, coffee maker), A/V (laptop, projector, BluRay/DVD player, microphone).	none	\$50	Yes	Mon-Thu: 10am-6:30pm Fri-Sat: 10am-5:30pm
Pueblo West	Jerry King A	50	Serving Room (sink, counter, coffee maker, refrigerator), A/V (laptop, projector and sound equipment), lectern, white board, Chairs (45), Tables (17). Maybe combined with Jerry King B for larger events..	none	\$50	Yes	Mon-Thu: 9am-8:30pm Fri-Sat: 9am-5:30pm After-hours and Sundays require staff approval
Pueblo West	Jerry King B	50	Serving Room (sink, counter, coffee maker, refrigerator), A/V (laptop, projector and sound equipment), lectern, white board, Chairs (45), Tables (18). May be combined with Jerry King A for larger events.	none	\$50	Yes	Mon-Thu: 9am-8:30pm Fri-Sat: 9am-5:30pm After-hours and Sundays require staff approval
Pueblo West	GLFC	16	Serving Room (sink, counter, coffee maker, refrigerator), A/V (laptop and screen), lectern, white board, Chairs (13), Tables (6).	none	\$50	Yes	Mon-Thu: 9am-8:30pm Fri-Sat: 9am-5:30pm After-hours and Sundays require staff approval
Pueblo West	Storyteller Room	20	No amenities, floor seating only	none	none	No	Mon-Thu: 9am-8:30pm Fri-Sat: 9am-5:30pm
Rawlings	Friends of the Library	32	Serving Counter w/sink, A/V (laptop, projector,	none	\$50	No	Mon-Thu: 9am-8:30pm

			microphone, virtual meeting capability) lectern, chairs 38 (32 standard, 5 extra), tables (16)				Fri-Sat: 9am-5:30pm Sun: 1-4:30pm
Rawlings	Brett Kelly A	30	Serving counter w/sink, lectern, white board, A/V (laptop, projector, microphones), chairs (35), tables (15)	none	\$50	Yes	Mon-Thu: 9am-8:30pm Fri-Sat: 9am-5:30pm Sun: 1-4:30pm
Rawlings	Brett Kelly B	30	Lectern w/tall chair, whiteboard, A/V (laptop, projector, HDMI only, microphones), chairs (35), tables (15)	none	\$50	No	Mon-Thu: 9am-8:30pm Fri-Sat: 9am-5:30pm Sun: 1-4:30pm
Rawlings	Thurston	18	Serving counter w/sink), lectern, whiteboard, A/V (smartboard and laptop), chairs (23), tables (9).	none	\$50	No	Mon-Thu: 9am-8:30pm Fri-Sat: 9am-5:30pm Sun: 1-4:30pm

C. Study Rooms

- Study rooms are defined as rooms that may have limited technology and that can accommodate 1-6 people at one time.
- Study rooms may be reserved by minors at some locations and may not require an adult 18 or older to be present while room is in use.
- Study rooms are free of charge and do not require a cleaning deposit.
- Study rooms may only be used during library business hours.
- Some study rooms may be reserved online while others are available for walk-ins only.

Library	Room	Capacity	Amenities
Barkman	Study Room	2	Chairs (2), Table (1)
Greenhorn	Study Room 1	4	Chairs (4), Table (1), whiteboard
Greenhorn	Study Room 2	4	Chairs (4), Table (1), whiteboard
Giodone	Study Room 1	4	Chairs (4), Table (1), whiteboard
Giodone	Study Room 2	4	Chairs (4), Table (1), whiteboard
Lamb	Study Room	2	Table (1), chairs (2), lamp
Lucero	Study Room 1	4	Chairs (4), Table (1), whiteboard

Lucero	Study Room 2	4	Chairs (4), Table (1), whiteboard
Pueblo West	Study Room 1	6	Chairs (6), Table (1)
Pueblo West	Study Room 2	6	Chairs (6), Table (1)
Pueblo West	Study Room 3	6	Chairs (6), Table (1)
Rawlings	Aragon/Smith Family Room	2-3	Adult and child-sized furniture, interactive play panel for children
Rawlings	ARC of Pueblo Study Room	4	Wall monitor, HDMI cable available for checkout to connect personal device
Rawlings	Bartecci Family Room	2-3	Adult and child-sized furniture, interactive play panel for children
Rawlings	Chostner Study Room	4	Wall monitor, HDMI cable available for checkout to connect personal device
Rawlings	Potter/Tearpak Room	6	Wall monitor, HDMI cable available for checkout to connect personal device
Rawlings	Pueblo Day Nursery Low Sensory Room	2	Comfortable seating, sink, interactive play panel for children, no windows
Rawlings	Pueblo NAACP Study Room	4	Wall monitor, HDMI cable available for checkout to connect personal device
Rawlings	Stjernholm Family Room	5	Adult and child-sized furniture, interactive play panel for children



Meeting Room User Agreement – Brett Kelly Room A (Rawlings)

EVENT CONTACT:

Name of Adult Making the Room Reservation: _____

Address: _____ Phone Number: _____

Email: _____

Photo ID or Driver's License Number (copy required): _____

Event: _____ Number of Attendees: _____ Private Party? YES NO

Date of Event: _____ Start & End Time (include setup & take-down): _____

Private Party Cleaning Fee Deposit (due 1 week before event) \$ 50.00

- ☐ Cash
☐ Check
☐ Card

To ensure return of the cleaning deposit:

1. Do an inspection of the room at the beginning of your reservation with library staff.
2. Hang up decorations only using library supplied tape.
3. Clean up all decorations and trash at the end of your reservation.
4. Wipe tables/chairs used and spot vacuum any spills and crumbs
5. Return furniture to the standard configuration of the room.
6. Inform staff member and have them confirm the room is satisfactory.
7. Request deposit refund immediately after meeting or event.
8. You have 7 days from your reservation to request the refund. After that date, deposits will be sent to the PCCLD Finance Department as unclaimed funds and will processed in accordance with unclaimed funds laws.

Meeting Room Use Guidelines: (please initial)

Reservations, Scheduling and Responsibilities

_____ Reservations must be made by persons 18 years or older and an adult must be present during the scheduled meeting or event. Reservations are not complete without a signed contract and payment of fees and the refundable cleaning deposit.

_____ Arrangements must be made at the time that this agreement is signed if reservations begin before library business hours. Time for setup and clean up must be included in all reservations. The public will not have access to reserved spaces until the start time of their reservation and must be vacated by the end of the reservation time.

PCCLD does not provide technical support. Reservation holders will receive instructions for A/V use prior to their meeting or event and have the option to schedule a meeting with PCCLD staff for additional training and/or equipment testing prior to the meeting or event.

The person who makes the room reservation shall be the contact person unless specified otherwise and shall be the only person authorized to make changes and cancellations to the reservation. The contact person must be present for the reservation.

Cancellations

Cancellations will only be accepted from the person who placed the reservation.

PCCLD reserves the right to cancel any reservation due to unforeseen circumstances such as building or weather-related emergencies.

PCCLD reserves the right to stop meetings or events that are disruptive to normal library operations or programming.

Cancellation for event spaces and meeting rooms should be made a minimum of 48 hours before the reservation start time to receive reimbursement of paid fees and deposits. Failure to comply may result in losing future access to library event spaces and meeting rooms.

Use/Care of Facilities and Equipment

It is the user's responsibility to leave the room in the condition in which they found it and return furniture to its standard configuration. Users must remove all decorations, leftover food, containers, beverages and all other personal or group-owned items. Patrons are responsible for cleaning the room after each use, to include: depositing all trash in provided receptacles or dumpsters when available, cleaning up any spills, spot vacuuming any crumbs or debris, and wiping down tables and chairs. Failure to comply with these guidelines may result in retention of the refundable cleaning fee.

Any damage done to room, property and/or equipment may result in recovery charges to cover the cost of cleaning and repairs. If unpaid, this balance will be submitted to a collection agency.

Decorations may only be hung using library-supplied tape. No other adhesives, staples, nails or tacks may be used. Additional prohibited items include: candles, bird seed, confetti, glitter, fireworks, etc. No decorations may be hung from the ceiling. Library staff is not available to assist in bringing in or taking out decorations or materials from private functions. All decorations and tape must be removed from the room at the end of the event.

PCCLD nor its employees will handle, care for or act as custodian of any equipment or property before, during or after a meeting or event. Advance and overnight storage is prohibited and exceptions must be approved by a manager.

Fire code - No open flames are allowed inside the Library. No candles are permitted.

Assistive listening systems are available. Requests for additional assistive listening equipment can be requested with one week's advance notice.

Food, Refreshments and Alcohol

Light refreshments may be served. Light refreshments consist of bakery items, drinks, pre-packaged snacks and box lunches. No food preparation is allowed onsite (no toaster ovens, hot plates, air fryers, etc.) and no homemade foods are permitted.

Catering - All hot meals/buffets must be prepared and delivered by a licensed caterer/commercial kitchen. The caterer/kitchen must be licensed with the Pueblo City-County Health Department. All food brought in by the caterer must be prepared prior to bringing it into event spaces and may not be cooked onsite. The reservation holder is responsible for all arrangements with the caterer. The caterer/host is responsible for providing everything needed for the event other than tables and chairs (linens, tableware, serving utensils, water carafes, glasses and other service items). The caterer and/or host is responsible for removal of all food and catering equipment in a timely manner following the event.

Alcohol - Alcohol cannot be sold in the library or served during library business hours.

Restrictions

For-profit activities are not permitted within PCCLD event spaces, meeting or study rooms. The exchange of money and/or payment of an entry fee as a condition of attendance or participation is not permitted.

Signing of petitions is only permitted within meeting room spaces and outside of the building. No active solicitation, recruitment or impediment to library access is permitted as a result of petition-related activities

Only service animals and animals that are a part of library-sponsored programs are allowed.

Organizations may not use the name, address, or telephone number of the library for any purpose other than identify the location of a meeting or event. PCCLD should not be listed as a co-sponsor of any event without prior approval. Any promotional material should be submitted to PCCLD for review prior to distribution. It is the responsibility of the group using the event space or meeting room to obtain final confirmation/approval of room use prior to issuing invitations and press releases. PCCLD's Director of Community Relations should be notified of any anticipated media coverage. Photography within event, meeting and study rooms is permitted and the event host bears responsibility for obtaining permissions from participants to be photographed or filmed.

Media presentations shown during normal business hours must be suitable for public viewing. It is the responsibility of the presenter to abide by all media copyright and screening performance rights restrictions.

Tables and chairs may not block room access or emergency exits.

MEETING ROOM USE INDEMNITY AGREEMENT – By signing this application, the applicant agrees to defend, protect, indemnify and hold harmless against and from all claims arising from the negligence or fault of the applicant or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the use of the meeting room including any damage or loss to PCCLD's audio/visual systems, meeting room equipment or furnishings that occurs during the event, in preparation for the event, or during clean-up of the event. The applicant is responsible for learning to operate any Library equipment being provided prior to the meeting; time and date of the training needs to be scheduled at the time of booking.

THE APPLICANT UNDERSTANDS AND AGREES TO COMPLY WITH THE PUEBLO CITY-COUNTY LIBRARY DISTRICT'S MEETING ROOM POLICY AND GUIDELINES AND ALL PROCEDURES STATED ABOVE.

Applicant Signature: _____ **Date:** _____



Meeting Room User Agreement – Ryals Grand Event Space

EVENT CONTACT:

Name of Adult Making the Room Reservation: _____

Address: _____ Phone Number: _____

Email: _____

Photo ID or Driver's License Number (copy required): _____

Event: _____ Number of Attendees: _____ Private Party? YES NO

Date of Event: _____ Start & End Time (include setup & take-down): _____

☐ Signed Agreement ☐ Driver's License ☐ Walk-Through ☐ Cleaning Fee Deposit Paid

To ensure return of the cleaning deposit:

1. Do an inspection of the room at the beginning of your reservation with library staff.
2. Hang up decorations only using library supplied tape.
3. Clean up all decorations and trash at the end of your reservation.
4. Wipe tables/chairs used and spot vacuum any spills and crumbs
5. Return furniture to the standard configuration of the room.
6. Inform staff member and have them confirm the room is satisfactory.
7. Request deposit refund immediately after meeting or event.
8. You have 7 days from your reservation to request the refund. After that date, deposits will be sent to the PCCLD Finance Department as unclaimed funds and will be processed in accordance with unclaimed funds laws.

FEES:

_____ hours for setup/takedown @ **\$50 per hour** (\$25/hr for nonprofit/govt/edu) = \$ _____

_____ hours of event @ **\$100 per hour** (\$50/hr for nonprofit/govt/edu) = \$ _____

_____ Security Guards @ **\$25/hour** = _____ x _____ hours = \$ _____

Cleaning Fee Deposit = \$ 150.00

Total Fees (payment required 2 weeks before event) = \$ _____

Meeting Room Use Guidelines: (please initial)

Reservations, Scheduling and Responsibilities

- _____ Reservations must be made by persons 18 years or older and an adult must be present during the scheduled meeting or event. Reservations are not complete without a signed contract and payment of fees and the refundable cleaning deposit.
- _____ Arrangements must be made at the time that this agreement is signed if reservations begin before library business hours. Time for setup and clean up must be included in all reservations. The public will not have access to reserved spaces until the start time of their reservation and must be vacated by the end of the reservation time.
- _____ PCCLD does not provide technical support. Reservation holders will receive instructions for A/V use prior to their meeting or event and have the option to schedule a meeting with PCCLD staff for additional training and/or equipment testing prior to the meeting or event.
- _____ The person who makes the room reservation shall be the contact person unless specified otherwise and shall be the only person authorized to make changes and cancellations to the reservation. The contact person must be present for the reservation.

Cancellations

- _____ Cancellations will only be accepted from the person who placed the reservation.
- _____ PCCLD reserves the right to cancel any reservation due to unforeseen circumstances such as building or weather-related emergencies.
- _____ PCCLD reserves the right to stop meetings or events that are disruptive to normal library operations or programming.
- _____ Cancellation for event spaces and meeting rooms should be made a minimum of 48 hours before the reservation start time to receive reimbursement of paid fees and deposits. Failure to comply may result in losing future access to library event spaces and meeting rooms.

Use/Care of Facilities and Equipment

- _____ It is the user's responsibility to leave the room in the condition in which they found it and return furniture to its standard configuration. Users must remove all leftover food, containers, beverages and all other personal or group-owned items. Patrons are responsible for cleaning the room after each use, to include: depositing all trash in provided receptacles, spot-vacuuming, cleaning up any spills and wiping down tables and chairs. Failure to comply with these guidelines may result in retention of the refundable cleaning fee.
- _____ Any damage done to room, property and/or equipment may result in recovery charges to cover the cost of cleaning and repairs. If unpaid, this balance will be submitted to a collection agency.
- _____ Decorations may only be hung using library-supplied tape. No other adhesives, staples, nails or

tacks may be used. Additional prohibited items include: candles, bird seed, confetti, glitter, fireworks, etc. No decorations may be hung from the ceiling. Library staff is not available to assist in bringing in or taking out decorations or materials from private functions. All decorations and tape must be removed at the end of the event

PCCLD nor its employees will handle, care for or act as custodian of any equipment or property before, during or after a meeting or event. Advance and overnight storage is prohibited and exceptions must be approved by the branch manager.

Fire code - No open flames are allowed inside the Library. No candles are permitted. No flames are allowed outside within 25 feet of the Library building. This includes cigarettes and barbeque grills. Do not block fire exits. Sterno canisters are permitted in the Ryals Grand Event Space for use with catered buffets.

Balconies - Individuals may request access to the Ryals Grand Event Space balconies at the time when the reservation is made and when the rental agreement is signed. Use of balconies requires strict adherence to PCCLD's Code of Conduct and safety guidelines. The use of balconies can be withheld at the library's discretion at any time. Weather may prohibit use of balconies and is also subject to the library's oversight (examples: high winds, electrical storms, rainstorms, snow, etc.). Nothing should be thrown over the balcony walls at any time. Only designated furniture or items approved by the library in advance may be taken outside onto the balconies. Reservation holders are required to keep the exterior doors closed to maintain proper interior temperatures. A security guard must be present anytime the balconies are in use and it is the reservation holder's responsibility to pay in advance for security guard fees.

Assistive listening systems are available in the Ryals Grand Event Space. Requests for additional assistive listening equipment can be requested with one week's advance notice.

Food, Refreshments and Alcohol

Light refreshments may be served. Light refreshments consist of bakery items, drinks, pre-packaged snacks and box lunches. No food preparation is allowed onsite (no toaster ovens, hot plates, air fryers, etc). Catered meals/buffets may also be served in the Ryals Grand Event Space.

Catering - All hot meals/buffets must be prepared and delivered by a licensed caterer/commercial kitchen. The caterer/kitchen must be licensed with the Pueblo City-County Health Department. All food brought in by the caterer must be prepared prior to bringing it into event spaces and may not be cooked onsite. The reservation holder is responsible for all arrangements with the caterer. The caterer/host is responsible for providing everything needed for the event other than tables and chairs (linens, tableware, serving utensils, water carafes, glasses and other service items). The caterer/host is responsible for removal of all food and catering equipment in a timely manner following the event.

Alcohol - Alcohol cannot be sold in the library or served during library business. Alcohol must be served at a tended bar and it is the reservation holder's responsibility to secure any required licensing from the City of Pueblo for events where alcohol will be served. If alcohol will be served, security is required and the reservation holder is responsible for associated security

fees. PCCLD reserves the right to not allow alcohol to be served at an event if one or more of the principal hosts are under the age of 21 years. Colorado State Liquor Laws require anyone who consumes alcoholic beverages to be 21 years of age or older, and that all minors under the age of 21 are prohibited from purchasing or consuming alcoholic beverages. The responsibility for compliance rests solely with the host to assure that minors do not consume or “help themselves” to available beverages at self-serve tables or left unattended at guest tables.

Security

_____ Library-contracted security staff are required when balconies are used, alcohol is present and during events occurring outside regular business hours. There is a 3-hour minimum for security with an hourly fee of \$25 per hour per guard. A minimum of two guards are required, one to remain posted at the library entrance and one on the 4th floor. One guard is recommended for every 150 guests. If alcohol is served, one guard is recommended for every 75 guests.

Restrictions

_____ For-profit activities are not permitted within PCCLD event spaces, meeting or study rooms. The exchange of money and/or payment of an entry fee as a condition of attendance or participation is not permitted.

_____ Signing of petitions is only permitted within meeting room spaces and outside of the building. No active solicitation, recruitment or impediment to library access is permitted as a result of petition-related activities

_____ Only service animals and animals that are a part of library-sponsored programs are allowed.

_____ Organizations may not use the name, address, or telephone number of the library for any purpose other than identify the location of a meeting or event. PCCLD should not be listed as a co-sponsor of any event without prior approval. Any promotional material should be submitted to PCCLD for review prior to distribution. It is the responsibility of the group using the event space or meeting room to obtain final confirmation/approval of room use prior to issuing invitations and press releases. PCCLD’s Director of Community Relations should be notified of any anticipated media coverage. Photography within event, meeting and study rooms is permitted and the event host bears responsibility for obtaining permissions from participants to be photographed or filmed.

_____ Media presentations shown during normal business hours must be suitable for public viewing. It is the responsibility of the presenter to abide by all media copyright and screening performance rights restrictions.

_____ Tables and chairs may not block room access or emergency exits.

MEETING ROOM USE INDEMNITY AGREEMENT – By signing this application, the applicant agrees to defend, protect, indemnify and hold harmless against and from all claims arising from the negligence or fault of the applicant or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the use of the meeting room including any damage or loss to PCCLD’s audio/visual systems, meeting room equipment or furnishings that occurs during the event, in preparation for the event, or during clean-up of the event. The applicant is responsible for learning to operate any Library equipment being provided prior to the meeting; time and date of the training needs to be scheduled at the time of booking.

THE APPLICANT UNDERSTANDS AND AGREES TO COMPLY WITH THE PUEBLO CITY-COUNTY LIBRARY DISTRICT’S MEETING ROOM POLICY AND GUIDELINES AND ALL PROCEDURES STATED ABOVE.

Applicant Signature: _____ **Date:** _____

03.05.01 F3 – After-hours Use Agreement for Branch Meeting Rooms



After-Hours Use Agreement for Branch Library Meeting Rooms

EVENT CONTACT:

Name of Adult Making the Room Reservation: _____

Address: _____ Phone Number: _____

Email: _____

Photo ID or Driver's License Number (copy required): _____

Event: _____ Number of Attendees: _____ Private Party? YES NO

Date of Event: _____ Start & End Time (include setup & take-down): _____

Private Party Cleaning Fee Deposit \$ 50.00 Date Received: _____

- ☐ Cash
☐ Check
☐ Card

To ensure return of the cleaning deposit:

1. Do inspection of the room at the beginning of your reservation with library staff.
2. Hang up decorations only using library supplied tape.
3. Clean up all decorations and trash at the end of your reservation.
4. Wipe tables/chairs used and spot vacuum any spills and crumbs
5. Return furniture to the standard configuration of the room.
6. Inform staff member and have them confirm the room is satisfactory.
7. Request deposit refund immediately after meeting or event.
8. If the meeting/event takes place after-hours, you have 7 days from your reservation to request the refund.
After that date, deposits will be sent to the PCCLD Finance Department as unclaimed funds and will
processed in accordance with unclaimed funds laws.

Door Code: _____ # (the # key is a necessary part of the code)

This code will only work on this date & time. After entering the door code, wait a few seconds for the door lock to release. Your group will have access to the meeting room and restrooms, but the rest of the library will be closed. **Time limits must be adhered to. Meeting set up preparations and take down must be made within the reservation time frames.**

The code is for the _____ door. The code panel is located _____. After the Library closes, please inform your group to enter and exit through the door at _____. **The _____ door will be set on “exit only”, do not prop the door open. The _____ door must remain closed & locked. Make sure the doors close and lock behind you when you leave.**

No member of the group is allowed inside Library premises except designated entry area and meeting room.

If you have any issues during your event, please contact:

Library Manager at _____ if the building alarm goes off, you can't access tables and chairs, or the fire alarm doors go off, there are building leaks, the temperature is not adequate or the door access code doesn't work.

Problems: If a building problem should occur, please contact the person on call at _____.

Meeting Room Use Guidelines: (please initial)

Reservations, Scheduling and Responsibilities

- _____ Reservations must be made by persons 18 years or older and an adult must be present during the scheduled meeting or event. Reservations are not complete without a signed contract and payment of fees and the refundable cleaning deposit.
- _____ Arrangements must be made at the time that this agreement is signed if reservations begin before library business hours. Time for setup and clean up must be included in all reservations. The public will not have access to reserved spaces until the start time of their reservation and must be vacated by the end of the reservation time.
- _____ PCCLD does not provide technical support. Reservation holders may receive instructions for A/V use prior to their meeting or event and have the option to schedule a meeting with PCCLD staff for additional training and/or equipment testing prior to the meeting or event. If using a personal laptop, please come in prior to your reservation to test and verify your device will synchronize with our system. A/V equipment may not be available for after-hours use at all locations.
- _____ The person who makes the room reservation shall be the contact person unless specified otherwise and shall be the only person authorized to make changes and cancellations to the reservation. The contact person must be present for the reservation.

Cancellations

- _____ Cancellations will only be accepted from the person who placed the reservation.
- _____ PCCLD reserves the right to cancel any reservation due to unforeseen circumstances such as building or weather-related emergencies.

PCCLD reserves the right to stop meetings or events that are disruptive to normal library operations or programming.

Cancellation for event spaces and meeting rooms should be made a minimum of 48 hours before the reservation start time to receive reimbursement of paid fees and deposits. Failure to comply may result in losing future access to library event spaces and meeting rooms.

Use/Care of Facilities and Equipment

It is the user's responsibility to leave the room in the condition in which they found it and return furniture to its standard configuration. Users must remove all decorations, leftover food, containers, beverages and all other personal or group-owned items. Patrons are responsible for cleaning the room after each use, to include: depositing all trash in provided receptacles or dumpsters when available, cleaning up any spills, spot vacuuming any crumbs or debris, and wiping down tables and chairs. Failure to comply with these guidelines may result in retention of the refundable cleaning fee.

Moveable wall: Please do not attempt to open or move the partition wall.

For Pueblo West Library only: The wall partition will be removed if both the Jerry King Rooms A & B are reserved by one group. You will need to indicate under notes on your reservation application if you wish the wall to remain in place. When you are done, please put Half the Tables and Half the Chairs on each side of the room.

Any damage done to room, property and/or equipment may result in recovery charges to cover the cost of cleaning and repairs. If unpaid, this balance will be submitted to a collection agency.

Decorations may only be hung using library-supplied tape. No other adhesives, staples, nails or tacks may be used. Additional prohibited items include: candles, bird seed, confetti, glitter, fireworks, etc. No decorations may be hung from the ceiling. Library staff is not available to assist in bringing in or taking out decorations or materials from private functions. All decorations and tape must be removed from the room at the end of the event.

PCCLD nor its employees will handle, care for or act as custodian of any equipment or property before, during or after a meeting or event. Advance and overnight storage is prohibited and exceptions must be approved by a manager.

Fire code - No open flames are allowed inside the Library. This means NO candles.

Assistive listening systems are available. Requests for additional assistive listening equipment can be requested with one week's advance notice.

Food, Refreshments and Alcohol

Light refreshments may be served. Light refreshments consist of bakery items, drinks,

pre-packaged snacks and box lunches. No food preparation is allowed onsite (no toaster ovens, hot plates, air fryers, etc.) and no homemade foods are permitted.

Catering - All hot meals/buffets must be prepared and delivered by a licensed caterer/commercial kitchen. The caterer/kitchen must be licensed with the Pueblo City-County Health Department. All food brought in by the caterer must be prepared prior to bringing it into event spaces and may not be cooked onsite. The reservation holder is responsible for all arrangements with the caterer. The caterer/host is responsible for providing everything needed for the event other than tables and chairs (linens, tableware, serving utensils, water carafes, glasses and other service items). The caterer and/or host is responsible for removal of all food and catering equipment in a timely manner following the event.

Alcohol - Alcohol cannot be sold in the library or served during library business hours.

Restrictions

For-profit activities are not permitted within PCCLD event spaces, meeting or study rooms. The exchange of money and/or payment of an entry fee as a condition of attendance or participation is not permitted.

Signing of petitions is only permitted within meeting room spaces and outside of the building. No active solicitation, recruitment or impediment to library access is permitted as a result of petition-related activities

Only service animals and animals that are a part of library-sponsored programs are allowed.

Organizations may not use the name, address, or telephone number of the library for any purpose other than identify the location of a meeting or event. PCCLD should not be listed as a co-sponsor of any event without prior approval. Any promotional material should be submitted to PCCLD for review prior to distribution. It is the responsibility of the group using the event space or meeting room to obtain final confirmation/approval of room use prior to issuing invitations and press releases. PCCLD's Director of Community Relations should be notified of any anticipated media coverage. Photography within event, meeting and study rooms is permitted and the event host bears responsibility for obtaining permissions from participants to be photographed or filmed.

Media presentations shown during normal business hours must be suitable for public viewing. It is the responsibility of the presenter to abide by all media copyright and screening performance rights restrictions.

Tables and chairs may not block room access or emergency exits.

PCCLD does not provide technical support. Reservation holders will receive instructions for A/V use prior to their meeting or event and have the option to schedule a meeting with PCCLD staff for additional training and/or equipment testing prior to the meeting or event. If using a personal laptop, please come in prior to your reservation to test and verify your device will synchronize with our system

_____ The person who makes the room reservation shall be the contact person unless specified otherwise and shall be the only person authorized to make changes and cancellations to the reservation. The contact person must be present for the reservation.

MEETING ROOM USE INDEMNITY AGREEMENT – By signing this application, the applicant agrees to defend, protect, indemnify and hold harmless against and from all claims arising from the negligence or fault of the applicant or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the use of the meeting room including any damage or loss to PCCLD’s audio/visual systems, meeting room equipment or furnishings that occurs during the event, in preparation for the event, or during clean-up of the event. The applicant is responsible for learning to operate any Library equipment being provided prior to the meeting; time and date of the training needs to be scheduled at the time of booking.

THE APPLICANT UNDERSTANDS AND AGREES TO COMPLY WITH THE PUEBLO CITY-COUNTY LIBRARY DISTRICT’S MEETING ROOM POLICY AND GUIDELINES AND ALL PROCEDURES STATED ABOVE.

Applicant Signature: _____ **Date:** _____

03.05.01 F4 – Cleaning Fee Deposit Credit Card Authorization Form



Credit Card Authorization Form

Please complete all fields. You may cancel this authorization at anytime by contacting meeting room staff. This authorization will remain in effect until meeting room use is complete and the space has been inspected for cleanliness and is void of damage.

Card Type:

☐ VISA ☐ Mastercard ☐ Discover ☐ AMEX ☐ Other _____

Cardholder Name (as shown on card): _____

Card Number: _____

Expiration Date: _____ Security code (back of card) _____

Cardholder Zip Code (from credit card billing address) _____

I, _____ authorize Pueblo City-County Library District (PCCLD) to charge my credit card if the meeting room I used is not left clean or if damages are incurred. I understand that this refundable deposit will not be charged to my credit card if the room is left in satisfactory condition.

Customer Signature

Date