

### **03.05.01G - Meeting Room Use Guidelines**

Posted 6/23

#### **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](mailto: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**

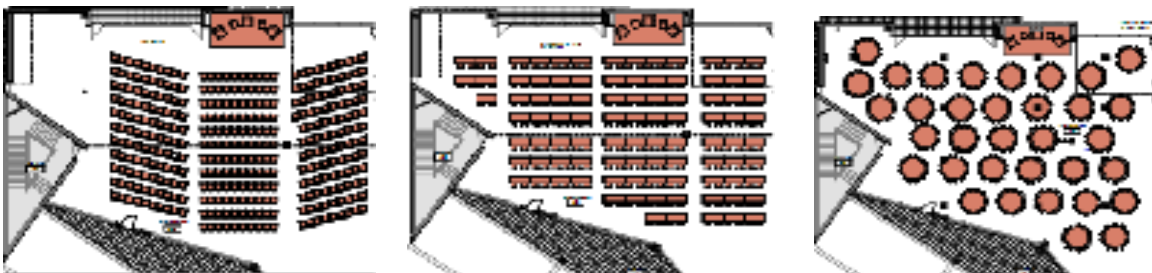
- A. For-profit activities are not permitted within PCCLD event spaces, meeting or study rooms. The exchange of money and/or payment of an entry fee as a condition of attendance or participation is not permitted.
- B. Signing of petitions is only permitted within meeting room spaces and outside of the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

- a. Meeting rooms typically have A/V equipment available for public use, as well as additional amenities such as kitchenettes and whiteboards.
- b. After-hours use is only permitted in designated rooms. Security may be required for after-hours events.
- c. Parties, celebrations and receptions are only allowed in designated rooms.
- d. A cleaning fee deposit of \$50 is required for all parties and after-hours events.
- e. 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
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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), lectern, chairs (40), tables (11)	none	\$50	Yes	Mon-Thu: 9am-8:30pm  Fri-Sat: 9am-5:30pm
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, microphone, virtual meeting capability) lectern, chairs 38 (32 standard, 5 extra), tables (16)	none	\$50	No	Mon-Thu: 9am-8:30pm  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