

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.