



# Room Reservation Policy

## Purpose of the Policy

Duchesne County Library System's mission is to enrich the knowledge and inspire the growth of our communities and its residents. The library's community and meeting rooms are designated public forums to allow the community to connect and share information, interests, and comradery. In accordance with that mission, this policy regulates the fair use of the library's publicly accessible rooms.

## Reservations

Library sponsored programs have priority over all other room reservations. Community and meeting rooms may be reserved without charge by residents of Duchesne County and community or non-profit groups, whose sponsor is a Duchesne County resident, for non-commercial use/events that are **open and free to the public at large**. Those purposes include cultural, educational, charitable, advocacy, civic, or religious. Limited private use of the room is permitted for a rental fee and is the lowest reservation priority. Refer to the [Room Fee Schedule](#) for allowed use, attendance limits, and applicable charges. Commercial use, for-profit use, or events charging fees for attendees should reserve other non-library event spaces.

Community rooms are not available on Sundays or between 9:00 PM – 7:00 AM any day. Other library rooms are only available during the library's open hours. Reservation requests must be made by an adult 18 years or older. All requests made by someone who is not a resident of Duchesne County or an entity not sponsored by a Duchesne County resident will be assessed rental fees, regardless of the event's purpose.

Permission to meet in the library in no way constitutes advocacy or endorsement by the Duchesne County Library System or its Board of Trustees of the views expressed, policies, or beliefs of the individual or group using the facilities; nor will the library and trustees discriminate against them. All who utilize the rooms must follow the User Responsibilities section of this policy.

Reservation requests are submitted through the library's online reservation calendar. Requests are reviewed by branch management on a first-come, first-serve basis. The reservation time should include adequate set-up and take-down time for the event. Requests may be submitted according to the following schedule:

Starting November 15 for reservations from January 1 through June 30.

Starting May 15 for reservations from July 1 through December 31.

Multiple reservations or repetitive events may be made at the same time, but are limited to a maximum of one reservation per week. Single multi-day events may be approved by library management.

Requests will be denied if the purpose of the meeting or activity is illegal, conflicts with User Responsibilities, or presents hazardous, health, or security risks.

Applicants who do not adhere to User Responsibilities and reservation conditions in this policy, to notify the library when meetings are canceled, or to pay assessed damage/cleaning fees, may have their upcoming reservations canceled and any future requests denied.

## User Responsibilities

1. The library's Use & Behavior Policy and all applicable local, state, and federal laws will be adhered to by all attendees.
2. No event will be allowed to facilitate harassment or disruption of patrons or library services, and such events will be terminated. Activities will be contained only in the room reserved and in no other space in the library.
3. The person/agent who submits the reservation must ensure supervision of the event by multiple adults that will observe and enforce all responsibilities and regulations agreed to.
4. Activities involving the presence of open flames, explosives, drugs, or hazardous substances are prohibited.
5. Number of attendees will not exceed the posted fire code capacity of the room or limit for private events.
6. The reserving party is responsible for the room setup and returning the room to its pre-event state including: vacuuming/cleaning floors, wiping/putting away/stacking all tables and chairs, dumping garbage, cleaning kitchenettes, washing dishes/utensils, turning off lights and thermostat, etc. Restrooms and entryways must also be monitored and cleaned for messes caused by the event.
7. Lightweight décor may only be pinned to the tackable sound panels (*not partition walls*) and must be removed immediately following the event. Glitter is discouraged.
8. Reserving parties are responsible to bring their own equipment, technology, etc. They may use the rooms' audiovisual equipment and whiteboards. Duchesne County Library System is not responsible for any party's equipment, materials, or personal belongings being damaged or stolen.
9. Refreshments may be served in the room. Alcoholic beverages are prohibited. Drinks and soft foods containing a colored dye are discouraged. These products cause permanent furniture and carpet stains.
10. Copyright restrictions apply to the use of community rooms and equipment. They cannot be used to duplicate or show material protected by copyright law. Reserving parties may be liable for infringement.
11. If an event is free and open to the public, reserving parties should post a sign at the room's entrance during the event, inviting the public to attend.
12. A cleaning deposit of \$25 is due before accessing the room. If paid by cash or check, the deposit can be refunded if the room is left completely clean and in its pre-event state. Credit card payments are non-refundable. An additional cleaning fee of up to \$100 will also be assessed if the staff must clean/return the room, restrooms, and entrances, to its pre-event state depending on staff time required to do so. Damages to any library property will be assessed at reasonable cost and invoiced to the sponsor or agent who reserved the space.

## Appeals

An applicant may submit a written appeal about an administrative decision concerning the use of community and meeting rooms to the Library Board of Trustees within one month of the decision. The applicant may then appear before the Library Board at the next regularly scheduled meeting to state a position. Library management may also present a viewpoint at the same meeting. The decision of the Board of Trustees is final.

## Policy Review

This policy shall be reviewed at least once every three years by the Duchesne County Library System Board of Trustees.

Reviewed: September 17, 2024

Adopted: October 15, 2024

Effective: October 16, 2024

Original Adoption: Nov. 17, 2020



## Room Fee Schedule

Venue		Type of Event
Duchesne Community Room	Roosevelt (Community Room A or B)	
Free		Events open to the public <b>and</b> free of charge sponsored by a Duchesne County resident.  (Educational/cultural events may only charge required license, certification, or manual fees—no profit to presenter/sponsor—for free use.)
\$15/hour	\$30/hour	For-profit educational, cultural events; Closed/Private meetings, meals, parties, social events of any group or individual <b>under</b> 45 attendees. <b>Any event not sponsored by a Duchesne County resident.</b>
Not Available		Closed/Private meals, parties, social events of any group or individual with over 45 attendees; Other commercial/promotional use.
+\$15/hour		For events before or after normal library hours when a staff member must be present.
<b>Duchesne &amp; Roosevelt Study/Conference Rooms</b>		
Free		Personal/group study; free public event; interviews.
Not Available		For-profit educational events; any closed/private group meetings or social events; commercial/business use.

Management will determine when a staff member should be present for before-hours or after-hours events when the room is being borrowed by patrons who have never borrowed the room before or the nature of the event calls for staff oversight. In these cases, the extra fee is charged.

Closed or private gatherings may only utilize one of the Roosevelt Branch Community Rooms.