

PARK COUNTY LIBRARY SYSTEM **MEETING ROOM RESERVATION AND USE PROCEDURES**

General Information

The Park County Public Library in Cody has three meeting rooms available for public use:

- Grizzly Hall – Seats 100 to 150 maximum
- Bison Room – Seats 12
- Wapiti Room – Seats 6

The Powell Branch Library has one meeting room available with room for about 50 people.

USE OF MEETING ROOMS AT THE PARK COUNTY PUBLIC LIBRARY IN CODY

1. Reservations may be made in person by the individual designated to serve as the group's contact with the library. Meeting room requests will be logged in the order they are received. We will make every effort to respond to all requests as quickly as possible.
2. E-mail is sent to verify that the room was reserved or to inform that a room is not available. If the person booking a meeting room does not have access to email, a library employee will telephone to confirm the reservation. Please note: if the representative of a group reserving a meeting room cannot be reached after several attempts, the booking will be cancelled.
3. Due to high demand, groups of 1-3 people may not book the meeting rooms in advance. However, if there is a room available when you arrive, you may reserve the room at that time. There are two small study rooms adjacent to the Teen Room that can be used on a first come, first served basis.

To contact the library to discuss current or future bookings, please e-mail call 307-527-1880.

Cody: Grizzly Hall (seating capacity 100 to 150)

1. Meetings will be of a civic, cultural, or educational nature.
2. Commercial transactions may not be conducted in the meeting room. Nothing is to be sold and no money is to pass hands during use of these rooms.
3. Organizers seeking to use the room must complete an application specifying date, begin time, end time, nature of the function, need for A/V equipment, name of person responsible for the security of the space, name of person responsible for returning space to its original condition. Groups will be allowed in the meeting room during the approved hours only. Set-up and clean-up times before and after the meeting must be included in the hours requested, as groups are allowed in the meeting room during hours requested only. Applications forms are available at the Cody library.
4. Library meetings and programs will be given first priority for the use of the room. No non-library use of the room will be scheduled during National Library Week which occurs each year in April or during Children's Book Week which occurs in May each year.
5. Requests should be made at least forty-eight (48) hours prior to the scheduled meeting and an individual will be asked to be responsible for security and for all charges should any

damage occur. When no advance reservation has been made, library staff may not be available to assist with set up of technology and furnishings.

6. Groups must not state or infer that any meeting is sponsored, co-sponsored, or approved by the library in any publicity for the meeting.
7. Smoking is prohibited in the library. No alcoholic beverages or drugs can be brought to or used on the premises. Exceptions allowing the serving and consumption of alcoholic beverages may be granted by the Board of County Commissioners. Refreshments may be brought in for consumption on site or purchased from the Biblio Bistro (www.bibliobistro.com).
8. The Library reserves the right to refuse the use of the meeting rooms or discontinue the use to any group at any time.
9. Users are responsible for familiarizing themselves with library usage rules beyond the scope of this policy statement.
10. Meetings will not be scheduled on days when the library is closed for a holiday or on Sundays, which are reserved for library-sponsored programs.

Cody: Small Meeting Rooms – (Bison and Wapiti)

1. Commercial transactions may not be conducted in the meeting rooms. Nothing is to be sold and no money is to pass hands during use of these rooms.
2. Organizers seeking to use a room should request use of the room at least 48 hours before an event. They must complete an application specifying date, begin time, end time, nature of the function, need for A/V equipment, name of person responsible for the security of the space, name of person responsible for returning space to its original condition. Groups will be allowed in the meeting rooms during the approved hours only.
3. Library meetings and functions will be given first priority for the use of the rooms. Groups can be bumped from use of the space at the branch manager's discretion.
4. Applications forms are available at the Cody library and online (www.parkcountylibrary.org/meetingroom)
5. Use of a room does not infer library approval of the event nor will the library name be used as other than location in any publicity.
6. No alcoholic beverages or drugs or tobacco products can be brought to or used on the premises. Covered beverages can be brought from outside or from the Biblio Bistro.
7. Other charges arising from damage to the rooms, as appropriate, may be levied at the discretion of the Director of the Park County Libraries.
8. The Library reserves the right to refuse the use of the meeting rooms or discontinue the use to any group at any time.
9. Users are responsible for familiarizing themselves with library usage rules beyond the scope of this policy statement.

Equipment available for use in Cody

TV/VCR	LCD Projector (built in)
Electronic whiteboard	Easel
Laptop with AV cart	Microphone and speakers
Overhead projector	Opaque Projector
35mm slide projector	Dry Erase Board

All equipment is available on a first come, first served basis. We cannot guarantee availability.

PARK COUNTY PUBLIC LIBRARY PUBLIC MEETING ROOM USE GUIDELINES

Things to Keep in Mind

- Reserve adequate time. For example, if you plan to begin your meeting at 2 p.m. and need set-up time, book the room for 1:30 p.m. If clean time is needed, please allow for it in your request for the room. *The library does not provide set up and clean up services.*
- Stack chairs used during your meeting against the wall.
- If tables are taken out, put them away at the end of the meeting.
- Food and beverages may be brought to the meeting rooms or arranged for with the Biblio Bistro. No alcoholic beverages are permitted.
- If spills occur, immediately notify staff so that they may be properly handled to prevent carpet cleaning bills.
- Do not tape signs to doors, windows, walls, etc. Note: the library has stands for signs and these are available to groups reserving a room.
- Please close the door(s) to meeting rooms while in use.
- Programs and meetings may not disrupt normal library operations.
 - Persons attending the meeting are subject to all library rules and regulations.
 - Children must be supervised.
- Book meeting rooms three months in advance. The rooms are heavily used and slots fill quickly.
- Storage space is not available.
- The Internet is only accessible via wireless connectivity.
- Large groups meeting during the day are asked to please park in the gravel parking lot adjacent to the Cody Quad Center.

On the Day of Your Meeting

The Park County Public Library opens at 9 am. Unless arrangements have been made in advance, meeting attendees will not have access until that time. Meeting organizers may enter at 8:30am when staff arrives for the day. If access to a meeting room is needed before 8:30am or after 8 pm a \$30.00/hour access fee will be charged.

Special Services

Library audio-visual (AV) equipment, including a microphone, an LCD projector and laptop, is available for use. Equipment must be reserved prior to the meeting. We cannot guarantee availability. Please arrange for instruction in the use of reserved equipment well in advance of your meeting.

NOTE: Groups that fail to observe the guidelines provided above may be denied future use of meeting rooms. Failure to clean rooms following use will result in the assessment of a cleaning fee.

USE OF MEETING ROOM AT POWELL BRANCH LIBRARY

1. Meeting space is available to groups for public gatherings or exhibits of a civic, cultural, or educational nature.
2. All meetings shall be open to the public, with no private parties of a social nature (such as bridge clubs, showers, family dinners, etc.) permitted. Exceptions will be made on a case-by-case basis for governmental entities and not-for-profit community agencies that occasionally need space for a private meeting or staff training.
3. Commercial transactions may not be conducted in the meeting room. Nothing is to be sold, and no money is to pass hands during use of the room. Since we are a library, the only exception to this rule will be authors and performers, who will be allowed to autograph and sell copies of their books or recordings after a public program. They may, however, be asked to remit 20% of sales to the local Friends group.
4. Organizers seeking to use a room should request use of the room at least 48 hours before an event. They must specify date, begin time, end time, nature of the function, need for AV equipment, name and telephone number of the person responsible for the security and condition of the room. Groups will be allowed in the meeting rooms during the approved hours only, so be sure to include set-up and clean-up time. A librarian will enter pertinent information in the meeting room calendar.
5. Library meetings and functions will be given first priority for the use of the room. Block scheduling of meeting rooms, may, at times, be permitted. Reservations may be made for up to three months at a time. There may, however, be times when the scheduling of a library program will require a group to meet at an alternate location. In that event, groups will be given as much notice as possible. No non-library use of the meeting room will be scheduled during National Library Week, which occurs each year in April, or during Children's Book Week, which occurs in November each year.
6. If the room has not been reserved, individuals may upon application to staff request its use for educational and recreational purposes.
7. Use of a room does not infer library approval of the event nor will the library name be used as other than location in any publicity.
8. No alcoholic beverages or drugs or tobacco products can be brought to or used on the premises. Covered beverages can be brought from outside.
9. Other charges arising from damage to the rooms, as appropriate, may be levied at the discretion of the Director of the Park County Libraries.
10. The Library reserves the right to refuse the use of the meeting rooms or discontinue the use to any group at any time.
11. Groups using the meeting room are responsible to leave the space clean. Coffee pots, cups, dishes, etc. must be washed and put away. Chairs and tables must be stacked and properly stored. A cleaning fee will be charged to any group that doesn't leave the room clean. Any damage to the facilities will be billed directly to the individual who has reserved the room in the group's name.
NOTE: Please check to be sure the stove (available in Powell only) has been turned off when you leave.
12. The Powell Branch Library has dishes, cooking utensils, coffee pots, cups, and liners available for use in the meeting room. All other serving items must be brought in (coffee, tea, napkins, cream, sugar, etc.). The library is not responsible for equipment, supplies, materials, or other items brought into the room by the group.

13. The individual reserving audio/visual equipment is responsible for getting it into the meeting room during hours the library is open. If the library is closed when the meeting ends, equipment may be left in the meeting room.
14. If the meeting is scheduled to begin or end when the library is not open, the individual responsible for the group may check out a key at the library the day of the meeting. The key must be returned in person within three days or a \$25 per day fine will be assessed. PLEASE BE AWARE THAT THE LIBRARY OUTSIDE DOOR MUST BE LOCKED WITH THE KEY.

Equipment available for use in Powell

Television with VCR and DVD Player	35mm slide projector
Opaque Projector	Large and small screens
Easel/Dry Erase Board	Laptop and AV cart
Overhead projector	LCD Projector
Microphone and speakers	

To reserve the meeting room please call or come by the Powell Branch Library: 307-754-8828; 217 E. 3rd Street