

PARK COUNTY LIBRARY SYSTEM

MEETING ROOM POLICY

The purpose of this policy is to provide fair and consistent standards for the use of meeting rooms in the Libraries and to ensure appropriate use of these spaces in a manner that is consistent with the other service objectives of the libraries.

The libraries of the Park County Library System strive to serve the communities of Park County. One of the services provided in Cody and Powell is the availability of public meeting rooms. As a general rule groups using the rooms must be not-for-profit, and nothing is allowed to be sold either at the meeting or through any contact after the meeting with persons from the audience. That is, all meetings must be of a non-commercial nature. 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 Friends of the Library.

There are a number of rules that must be observed by groups using the meeting rooms in the Cody and Powell buildings.

1. Meeting space is available to groups for public gatherings or exhibits of a civic, cultural, or educational nature.
2. Governmental agencies and not for profit community agencies may reserve rooms for organizational meetings and training.
3. For profit organizations may rent Grizzly Hall in the Park County Public Library for organizational meetings and training for a fee of \$50.00 per use. All other meetings and events must be open to the public. Private parties are not permitted.
4. 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.
5. Groups booking a room in either the Park County Public Library in Cody or in the Powell Branch library are responsible for set up before and clean up after use of the room. Groups failing to clean up after a meeting will be assessed a cleaning fee. Groups that repeatedly fail to clean rooms will be denied future use.

Library meetings and programs will be given first priority for the use of rooms. Block scheduling of meeting rooms may, at times, be permitted. Reservations may be made for up to 3 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 large meeting rooms 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.