

## **Policies and Procedures for the Use of the Summit County North Branch Library Meeting Room**

I. Purpose. The purpose of this policy is to establish guidelines regarding the use of the Summit County Library North Branch Meeting Room Facilities (here-in-after known as the “Blue River Room”).

II. General Policy. It is the policy of the Board of County Commissioners to promote the use of the Blue River Room by government and quasi-governmental organizations and for meetings related to government or civic operations and issues. General public use of the Blue River Room will be permitted, as provided in Section IV below. These policies supersede any existing policies and procedures that are inconsistent with this policy. The Board of County Commissioners reserves the right to change the hours for facility use, office business hours and any other policies set forth herein.

III. Scheduling Priorities. All scheduling of the Blue River Room is done on a first come, first served basis with certain limitations, which are described below. Highest scheduling priority is in favor of the Summit County North Branch Library (the “Library”) for holding its library events, programs and meetings in the Blue River Room. The Summit County Government (the “County”) and the Town of Silverthorne (the “Town”) shall share equally, the next highest scheduling priority for the Blue River Room. The Library, County, and Town shall work cooperatively to minimize scheduling conflicts. Non-Library, County, or Town organizations reserve space with the understanding they may be asked to find alternate meeting space if the Blue River Room is needed by the North Branch Library, County, or Town. In no event will a scheduled non-Library, non-County, or non-Town event be displaced without two weeks notice and the County will endeavor to relocate the reserved event within other County facilities, if available.

IV. Facilities Available to the Public. The Blue River Room shall be open for noncommercial use by the general public, including: public or private nonprofit organizations, civic organizations, religious groups or community oriented groups, on a reservation basis, so long as the user complies with the guidelines stated herein.

- The user may not charge a fee for entrance to the scheduled meeting or activity.
- The Blue River Room will be available for use every day during the hours of 8:00 a.m. to 10:00 p.m.
- Meetings or activities that extend beyond normal operating hours of the library, require that a key be picked up during the library hours of Monday through Thursday, 9:00 a.m. to 6:00 p.m.; Friday, 9:00 a.m. to 5:00 p.m.; and Saturday, 1:00 p.m. to 5:00 p.m. All keys must be returned after the meeting to the front desk of the library during open hours or to the outside book drop after hours.
- Please be advised that you may not prop the building doors open for late arrivals and you may be subject to noises associated with custodial services taking place in the building.
- The facility users may not conduct any illegal activities on the premises nor may users engage in activities which, in the sole opinion of the County, create excessive noise or other disturbances, or risk of injury to persons or property.
- The User warrants that no music, literary or artistic work or property protected by copyright will be performed, reproduced, or used in connection with its activities at the Facilities unless the User, its employees, agents or contractors have obtained permission from the copyright holder or have obtained appropriate licensing to use such works.

- Provided, nothing herein shall be deemed to create a duty on the part of Summit County to inspect, police, or otherwise regulate the activities conducted on the premises.
- In no event shall any use disrupt, interfere, or impede the library operations in the North Branch Library facility.

A complete description of the room, seating capacity, and available equipment may be obtained from the County Manager's Office.

V. North Branch Library Use. Policies and procedures regarding operation of the North Branch Library may be obtained from the Library desk.

VI. Administration. Reservations for non-County or non-Town use of the facilities may be made by contacting the County Manager's Office at 970-453-3456 or the North Branch Library at 970-468-5887. Reservations for County department use may be made through Meeting Room Manager or by contacting the County Manager's Office at 970-453-3456. All scheduling of the Blue River Room is done on a first come, first served basis with certain limitations, which are described in Section III above.

VII. Audio-Visual Equipment. The use of Library owned equipment is only available during library hours and must be reserved separately through the Library according to Library policies. A telephone for conference calls is available at the library front desk for local and toll free calls only.

VIII. Political Activity. No political meetings or other political activities, such as candidate appearances for elective purposes, rallies for candidates for public office, or political fund raising events are allowed in the Blue River Room. For purposes of these policies and procedures, "political activities" do not include regular, special or emergency meetings of the Summit County Board of County Commissioners, the Silverthorne Town Council, any County or Town departments, or any local planning commission.

IX. Vendor/Solicitation. Vendors and solicitors may not display, sell or solicit for the purpose of selling to County employees or the public, any goods or services at the facility, unless prior approval is obtained from the County Manager's Office.

X. Displays. Local art galleries, artisans and other persons wishing to display artwork or items within the North Branch Library or Blue River Room must contact the County Art Exhibits Committee. Only displays which are not offensive, are in good taste and compatible with County government operations will be accepted. The Building and Grounds Department shall be responsible for the placement and display of all artwork and other displays and will be consulted by the County Arts Exhibits Committee on available space and proper placement. Displays must follow the rules and procedures of the County. Displays shall be insured by the exhibitor, except that displays of children's art from a County school or individual child artist may request that the County extend its insurance coverage to such a display. The County will not be liable for any damage to, or theft of any artwork or other displays, unless prior approval is obtained.

XI. Denial of Request. The County reserves the right to refuse approval for the use of the Blue River

Room when it is deemed that such action is necessary and in the best interest of the County. The use of the Blue River Room may also be denied for the following reasons:

- A. Requested activity would block building access or walkways, or interfere with the ongoing operation of official North Branch Library business, will be denied.
- B. Proposed activities are inappropriate for the size or physical features of the will either be denied or rescheduled.
- C. No fund raising events will be permitted.
- D. No political activities will be permitted, except as provided for herein.
- E. Prior misuse or abuse of buildings, facilities or County-owned equipment may result in denial of future use.
- F. No commercial activities will be permitted.
- G. Failure to follow the policies and procedures established by the Board of County Commissioners may result in denial of use.

XII. Smoking. Smoking is prohibited in the County facilities. Smoking areas may be provided outside the building, as designated by the County.

XIII. Alcohol. Consumption of alcoholic beverages in or around the County Commons Building is **prohibited** unless specifically authorized by the County. Alcoholic beverages may be served in limited quantities with the prior approval of the County Manager or his/her designee, and in accordance with all applicable state laws and requirements of the County. Approval to serve alcoholic beverages must be requested from the County Manager's Office at the time the room is reserved. Insurance is required in the event that alcohol is served, as set forth in Section XIII. Users serving alcohol may be required to provide additional security at the user's expense. All requests for permission to serve alcoholic beverages must state the purpose for the request and the manner in which such service is to be monitored for compliance with all applicable laws.

XIV. Insurance. As a precondition for use of any Meeting Room, for a gathering or event at which alcoholic beverages have been approved by the County to be served, the user shall carry, at its own expense, in reliable insurance companies satisfactory to the County and authorized to do business in the state of Colorado, comprehensive and liability insurance coverage with minimum limits of Six Hundred Thousand Dollars (\$600,000.00) combined single limit for all personal injury or property damage resulting from any one occurrence, including broad form property damage and personal injury liability insurance coverage. Prior to the scheduled event or gathering, the user shall deliver to the County Manager's Office certificates in a form acceptable to the County evidencing the existence of the insurance provided for above. The County shall be named as an additional insured party on such certificate.

XV. Food and Beverages. Food and non-alcoholic beverages may be served in the facilities provided that the user is responsible for all cleanup of the room. When additional costs are incurred by the County for custodial services, they will be charged to the user.

XVI. Emergency. In the event of an emergency or energy conservation program, the County reserves

the right to withdraw the use of the facilities for all use other than official County meetings and operations.

XVII. Availability. The Blue River room will be available for use only during the hours as indicated in Section IV above. The facilities must be closed and locked no later than 10:00 p.m. Special Requests can be submitted to the County Manager's Office. The County reserves the right to deny any request.

XVIII. Fees. The Blue River Room will be provided free of charge for non-Library related events or gatherings that are open to the public and not intended solely as a fund raising event, provided no additional costs are incurred by the County. If additional costs are incurred, such as custodial services, employee overtime, or utility costs, the County will assess the organization a charge based on the County's cost. Any organization failing to pay for any charges assessed will be denied future use of the meeting room(s) until all accounts are paid in full.

XIX. Clean-Up: The meeting rooms must be returned to an orderly and clean condition, with furniture returned to the standard conference room arrangement.

XX. Reservations. All scheduling and necessary arrangements for the Blue River Room may be made by contacting the County Manager's Office at 970-453-3456 or the North Branch Library at 970-468-5887. Please provide detailed information regarding your reservation request including the purpose of the meeting, meeting date, meeting time, and number of participants.

XXI. Cancellation. Failure to notify the County Manager's Office when an event is canceled will result in the loss of any future reservations the organization may have.

XXII. Indemnification. The applicant agrees to indemnify the County for all claims arising out of the applicant's use of the facilities, including personal injury, bodily injury and property damage claims. The applicant agrees to return County-owned property to the County in the same condition as the property was received prior to use, including without limitation, picking up litter and other materials. Groups and organizations will be held responsible for any damages to the County property and must report such damage to the Building and Grounds Department. Private property brought onto County grounds is the sole responsibility of the owner. The County assumes no responsibility for damage to or loss of private property or for personal injury that may occur on County property.

The User warrants that no music, literary or artistic work or property protected by copyright will be performed, reproduced, or used in connection with its activities at the Facilities unless the User, its employees, agents or contractors have obtained permission from the copyright holder or have obtained appropriate licensing to use such works.

XXIII. Non-Discrimination. All County facilities within Summit County shall be equally available and accessible to all persons without regard to race, color, creed, national origin, religion, sex, political ideology or any other similar factor.

XXIV. Supervision. Non-Library activities for anyone under the age of eighteen (18) years old must be

supervised by an adult twenty-five (25) years of age or older. For youth activities, there must be at least one adult for every fifteen (15) youths present.

XXV. Violations and Misrepresentation. The County may cancel any use of the facilities at any time, if the reserving party violates any policy herein or misrepresents the nature of the group to the County. Any such violation or misrepresentation may also result in the denial of any future use.

XXVI. Bicycles. No bicycles are allowed in the Blue River Room or any facility reserved for use. Bicycle racks are available at the entrances of the building.

XXVII. Skis, Ski Boots, Snowboards, and In-line Skates. Skis and snowboards are prohibited in the Blue River Room. Ski boots and in-line skates may not be worn inside the facilities and must be removed before entering.

XXVIII. Animals. All animals are prohibited from being brought into the North Branch Library facilities. This exclusion does not apply to patrol dogs accompanying security or police officers, or guide and service animals accompanying blind, visually impaired, deaf, partially deaf, and otherwise physically disabled persons, or those being trained for such service. Other requests to bring animals into the library or meeting room, must be approved in advance by the library branch manager.