



Using the Community Meeting Room

The Montrose Regional Library offers meeting space as a service to the community. Our intent is to make the space available on an equitable basis to organized groups and business that present free educational, cultural, and informational meetings and programs. The Montrose Regional Library District does not necessarily endorse the policies or beliefs of groups using the Community Meeting Room.

Liability

1. All organizations, groups, or businesses will agree to hold the MRLD harmless from any loss, damage, liability, costs and/or expenses that may arise during or be caused in any way by use of the library facilities.
2. In the event of a cancellation, the library is not obligated to provide an alternate meeting space.
3. Groups using the facilities agree to leave the room and equipment in the same condition it was prior to the meeting. Extra custodial costs or costs of damages incurred as a result of the meeting shall be paid by the applicant.

General Regulations

1. The library staff authorizes use of the room and maintains the schedule. Any application may be rejected, or previously granted permission withdrawn, for violation of these regulations.
2. There is no fee for use of the room. However, a fee may be charged for: operation of audio/visual equipment; meetings scheduled before or after regular library hours; custodial costs for excessive clean-up; costs of damages to the room or equipment, or loss of equipment.
3. All meetings must be free and open to the public.
4. Only sales and fundraising that benefit the library will be allowed. The library staff must approve this beforehand.
5. The city fire code limits the number of people allowed in the room to 58.
6. Adult supervision is required for all youth groups.

Scheduling, Applications, and Cancellations

1. Library programs and library-related activities have first priority for the use of the room. Other applications will be considered on a first come, first served basis.
2. Meetings that may disturb regular library functions will not be scheduled.
3. The room may be used during regular library hours. Prior arrangements must be made, and a fee may be charged, in order to use the room before or after library hours.
4. After the building is locked, attendees must exit through the Cascade Avenue door.

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MONTROSE REGIONAL
LIBRARY DISTRICT

5. The room must be vacated no later than 10 pm Monday through Thursday.
6. The room will not be booked more than ninety days ahead. A tentative booking may be made over the phone but will not be considered reserved until a completed application is received.
7. Reservations shall be canceled at least 24 hours in advance.
8. In the event of an emergency that renders the room unavailable, the library will make every effort to notify scheduled users.
9. It may be necessary to limit an organization to four meetings per twelve month period.

Accommodations

1. Groups are responsible for arranging the furniture for their events. The dimensions of the room are 40' X 21'. Eight 3' X 6' tables and 52 chairs are available.
2. There is a closet sized kitchenette, with a sink. There also is an American flag.
3. A slide screen, DVD players, overhead projector, LCD projector, and public address system are available. Groups must arrange ahead of time for the use of audio/visual equipment. Library staff can help with set-up. A fee may be charged for equipment use.
4. There is wireless Internet access.
5. Adhering materials to the walls is prohibited without prior approval. An easel is available, and a dry-erase whiteboard hangs on the wall. Groups must provide markers and erasers.
6. Groups should anticipate their need for extension cords, power strips, and other items that the Library doesn't provide.

Refreshments

1. No alcoholic beverages are permitted in the meeting room.
2. Only light refreshments may be served. Groups must provide all equipment and utensils.