



MONTROSE REGIONAL LIBRARY DISTRICT COMMUNITY MEETING ROOM POLICY & FORM

Adopted 5/15/2008

Revised 2/17/2011

Revised 5/5/2025

MISSION

The Montrose Regional Library District (MRLD) fosters community by providing resources, encouraging reading, and supporting lifelong learning.

Purpose

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 businesses 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 the 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 Any application may be rejected, or previously granted permission withdrawn, for violation of these regulations.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 to reserve the room.
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 fifty-eight (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 only.
4. The room must be vacated no later than 7 pm Monday through Thursday, 6 pm Friday, and 5 pm Saturday & Sunday.
5. The library will respond to applications via email regarding reservation requests.

6. The meeting room will not be booked more than ninety (90) 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 should 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 (4) meetings per twelve (12) 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 sixty (60) chairs are available.
2. There is a closet-sized kitchenette with a sink as well as an American flag.
3. A built-in digital projector and public address system are available. Groups must arrange ahead of time for the use of audio/visual equipment. Please consult library staff for more information or assistance with set-up.
4. Groups must provide their own personal computer.
5. Wireless internet access is available. The password is available upon request.
6. Adhering materials to the walls is prohibited without prior approval. An easel is available, and a dry-erase whiteboard hangs on the wall.
7. Groups should anticipate their need for extension cords, power strips, and other items that the Library does not provide.

Refreshments

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

Organization Name: _____

Contact Name: _____

Phone/Email: _____

Date of Meeting: _____

Time Start: _____ Time End: _____

Number of Attendees (maximum of 58): _____

Special Information: _____

This event will need:

- Projector/screen
- Microphone

Signed: _____ Date: _____

- I have read and understand the above guidelines and policy.

Received By: _____ Date: _____