

# APPROVED

FCLS Meeting Room Policy Revision  
January 4, 2023



FREMONT COUNTY  
**Libraries**  
Engaging Minds • Enriching Lives

## MEETING ROOM POLICY

The meeting rooms at the Fremont County Library System (FCLS) may be used by non-profit organizations, volunteer-led groups, commercial entities, government entities, and individuals. The Fremont County Library System reserves the right to review each prospective use and determine whether or not it falls within the meeting room policy, the FCLS Patron Code of Conduct, and the functions of the Library. Meeting room availability is not guaranteed.

### Meeting Room General Information

- Hours for Use:
  - a. Lander, Main Library: 8:00 am –10:00 pm; Monday through Saturday
  - b. Riverton Branch Library: 8:00 am – 10:00 pm; Monday through Saturday
  - c. Dubois Branch Library: 10:00 am – 10:00 pm; Tuesday through Saturday
  - d. No Sunday meeting room use
  - e. No Holiday meeting room use
- Library activities take precedence over other meeting room activities; every attempt will be made to honor reservation requests.
- No overnight requests.
- Groups must comply with seating limitations for requested room.
- Room set-up and take-down is the responsibility of the group using the meeting room. Library employees will not be available to assist with set-up or take-down. Groups are expected to reserve adequate set-up and take-down time when reserving a room.
- Photo ID is required to check out the meeting room keys; a photocopy will be retained until the key is returned.
- Pianos are available in the Carnegie Room and Children’s Theater at the Lander Main Library and in the Community Room at the Riverton Branch Library.
- A commercial entity may not use the Library as its regular place of business.
- No private parties.
- Specific rooms are available for personal use such as studying, small group meetings, interviews, or online meeting participation. Personal use must adhere to the FCLS Patron Code of Conduct. The Library may limit the time allowed for particular uses.
- Political rallies, demonstrations, and announcements of candidacy may occur within a Library meeting room if complying with all Library policies including the Patron Code of Conduct, prohibition of political signage on Library property, and prohibition of distributing political materials outside the meeting room.
- The Library Executive Director will make the final decision for situations in question.

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### Meeting Room Services

- Library audio-visual (AV) equipment provided: projector.
- Training is provided for connecting your personal equipment to the meeting room technology. A training session may be arranged by filling out a training request form. Library staff need 48 hours' notice for scheduling a room and trainer. The training form may be requested at the time of booking.
- When using personal computer equipment to connect to the technology in the meeting rooms, Library staff will provide basic troubleshooting assistance. FCLS and Library staff are not responsible for damage to personal equipment that is connected to Library equipment.

### Reserving a Meeting Room

- An authorized representative of the group must review the Meeting Room Policy and complete the FCLS Meeting Room Contact & Policy Acknowledgment Form.
- Meeting rooms may be reserved three months in advance. Reservation requests more than three months in advance must be approved by the Branch Manager or Library Director.
- ALL Saturday meeting room requests must be approved by the Branch Manager.
- Fees charged for meeting room use must be paid before the meeting begins.
- Permission to use the Library's meeting rooms does not constitute an endorsement by the Library for a group's product, service, or program. In issuing any publicity, groups may not imply that their programs are sponsored, co-sponsored, or approved by FCLS.
- Alcohol use is not permitted. Tobacco use is not permitted. No open or enclosed flames are permitted.
- Use of the premises may be terminated at any time if the conduct of the group or any member of the group is not in compliance with the FCLS Patron Code of Conduct, Meeting Room Policy, or other relevant Library policy.
- A \$75 cleanup fee will be charged for any meeting room space not left in a clean and orderly condition and for carpet stains. The cost of repair and/or replacement for damages in excess of normal wear and tear to the room will also be charged.
- Keys must be dropped in the Library's designated Book Return immediately after locking the door.
- The authorized representative/group will be charged a \$400 fee for lost facility keys.
- Replacement costs will be charged to the authorized representative/group for damaged or missing equipment.

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## Meeting Room Use Fees

**Fremont County Government Departments:** No charge.

### State and Federal Agencies:

Monday-Friday (Lander & Riverton) Tuesday-Friday (Dubois)

- Public meetings: No charge.
- Closed meetings: \$50.00 minimum per day  
\$50.00/4 hours + \$10.00 each additional hour

Saturday (Lander, Riverton, Dubois)

- All meetings: \$50.00 minimum per day  
\$50.00/4 hours + \$10.00 each additional hour

### Non-profit organizations:

Monday-Friday (Lander & Riverton) Tuesday-Friday (Dubois)

- Public meetings: No charge. Donation to the Library of \$10-\$30 suggested.
- Closed meetings: Donation of \$10-\$30 suggested.
- Business/Fundraising/Commercial Activity: Please refer to  
“Business/Fundraising/Commercial Activities” section below.

Saturday (Lander, Riverton, Dubois)

- Public meetings: \$25.00 per meeting room
- Closed meetings: \$25.00 per meeting room
- Business/Fundraising/Commercial Activity: Please refer to  
“Business/Fundraising/Commercial Activities” section below.

### Volunteer-led organizations:

Monday-Friday (Lander & Riverton) Tuesday-Friday (Dubois)

- Public meetings: No charge.
- Closed meetings: Donation of \$5-\$20 suggested.

Saturday (Lander, Riverton, Dubois)

- Public meetings: \$25.00 per meeting room
- Closed meetings: \$25.00 per meeting room

### Individuals/Small Groups (non-business):

Monday-Friday (Lander & Riverton) Tuesday-Friday (Dubois)

- Available only during regular Library open hours: No charge. Donation suggested.

Saturday (Lander, Riverton, Dubois)

- No meeting room use available.

### Business/Fundraising/Commercial Activities:

Any organization seeking monetary donations or charging money for attendance or participation in a meeting or event will be charged meeting room use fees according to the following schedule:

Monday-Friday (Lander & Riverton) Tuesday-Friday (Dubois)

- During Library open hours: \$10.00 per hour per meeting room
- Before or after Library open hours: \$25.00 + \$10.00 per hour per meeting room

Saturday (Lander, Riverton, Dubois)

- \$50.00 + \$10.00 per hour per meeting room

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## **Piano Use Fees**

The Lander and Riverton libraries provide limited access to Steinway pianos. This access is during Library open hours only for the following fees:

- Lander—Carnegie piano: \$10.00 per half hour (limit 1 hour per day)
- Lander—Children's Theater piano: \$ 5.00 per half hour (limit 1 hour per day)
- Riverton—Community Room piano: \$10.00 per half hour (limit 1 hour per day)

## **Music Recital Fees**

- \$35.00 per day

## **Theater Performance Fees**

- Free to the public: \$50.00 per day
- Tickets sold: \$50.00 + \$10.00 per hour of performance