

MEETING ROOM POLICY

The meeting rooms at the Fremont County Library System (FCLS) may be used for commercial and non-commercial activities.

Meeting Room General Information:

- Groups must comply with seating limitations for each room.
- Room set up and take down is the responsibility of the group using the meeting room. No library employees will be available to assist with set-up or take-down. Groups are expected to book adequate set up and take down time when booking a room.
- A photo ID is required to check out the meeting room keys and a photocopy will be made.
- Pianos are only available in the Carnegie Room at the Lander Main Library and 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.
- Political rallies, demonstrations and announcements of candidacy may occur within a library meeting room as long as all meeting room and library policies are adhered to including, but not limited to; no signage on library property and appropriate noise levels are maintained.
- Hours for Use:
 - a. Lander, Main Library: 9am – 9pm
 - b. Riverton Branch Library: 8am – 10pm
 - c. Dubois Branch Library: 10am – 10pm; no Monday meetings
 - d. No Sunday meeting room use
- Library activities take precedence over other meeting room activities; every attempt will be made to honor bookings.
- Fremont County Library System reserves the right to review each prospective use and determine whether or not it falls within the meeting room policy and FCLS Code of Conduct and the needs and the functions of the library.
- The Library Executive Director will make the final decision for situations in question.

Usage Fees

Non-commercial Use:

- No fees are charged for non-commercial use including:
 - Nonprofit meetings that are free and open to the public where all can participate fully.
 - Governmental agency hearings that are open to the public.
 - Meetings sponsored by FCLS in support of its mission and goals.
 - FCLS support organizations: Friends of the Library and Fremont County Library Foundation.

Commercial Use:

- A flat fee of \$25 during Library hours or \$35 outside of Library hours will be charged for uses considered commercial including:
 - Meetings that are closed to the public, e.g. interviews, depositions, etc.
 - Meetings of profit-making groups or businesses.
 - Fundraising events other than those sponsored by the library.
 - Meetings that are restricted to members of a particular group.

- Meetings that require payment of fees.
- Meetings that extend to Library after hours will be charged \$35.
- Piano teachers may book recitals in the Carnegie Room at the Lander Main Library or the Community Room at the Riverton Branch Library at the same rate as commercial use. Special requests for tuning will be paid for by requestor.
- Meetings where products or services are promoted or sold.
- Meetings where money is collected through sales or donations.
- Fees are collected at the time the meeting room is booked. No refunds will be issued.
- Commercial entities may not book the meeting room for more than three times in a period of six months.

Services:

- No refrigerator is available. One coffee pot is available for public use. All other supplies must be provided by the group.
- Library audio-visual (AV) equipment provided: projector.
- Training is provided if necessary to connect your personal equipment to the meeting room technology. A training session may be arranged by filling out a training request form. The library staff need 72 hours' notice in which to schedule a room and a trainer for the training session. The training form may be requested at the time of booking.
- When you are using your own computer equipment to connect to the technology in the meeting rooms, limited troubleshooting assistance will be provided. Due to liability issues, the facility staff will not be able to touch your computer equipment. The Fremont County Library System has no responsibility for personal equipment when attached to Library equipment.

Booking a Meeting Room:

- To use the meeting rooms, an authorized representative of the group must complete a Contact Sheet. Contact Sheets are used to ensure that groups understand library policies and provide a contact information.
- Booking a meeting room more than three months in advance is at the Branch Manager or Library Director's discretion.
- Permission to use the library's meeting facilities 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 or tobacco use is not 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 Code of Conduct, meeting room policy or other relevant library policy.
- If the room and/or kitchenettes are not left in a clean and orderly condition, a \$50 cleanup fee will be charged. The cost of repair and/or replacement for excessive damage to room, damage to equipment or carpet stains may be charged to the group.
- The person of responsibility will be charged a fee of \$400 for lost facility keys.
- Keys should be dropped in the book return after locking the door.

(Revised June 6, 2018)