



The City Library

Policy and Regulations for Use of Salt Lake City Public Library System Meeting Rooms

POLICY STATEMENT

These regulations establish policy and procedures for the use of Salt Lake City Public Library meeting room facilities. The Library grants permission to use its meeting rooms to members of the public who fulfill the requirements specified in these regulations, in accordance with the Library's mission and to maintain the good order of the Library. The Library's mission statement is: The Salt Lake City Public Library is a dynamic civic resource that promotes free and open access to information, materials, and services to all members of the community to advance knowledge, foster creativity, encourage the exchange of ideas, strengthen community, and enhance the quality of life.

Any group or individual, regardless of the affiliations of its members, may use library meeting room(s) as long as the group or individual complies with the policy as stated. The Library does not discriminate in making its premises available for use on the basis of sex, race, creed, religion, color, culture or ethnicity, national origin, age, sexual orientation, individual lifestyle, political affiliation, or physical limitation.

Generally, there is no fee for the use of individual meeting rooms. For organizations or individuals needing multiple meeting rooms over extended time periods, after-hours events, private meetings, or commercial use, the Library's conference facilities are available for a rental fee that covers the Library's expenses in making the facility available (see fee schedule). The Main Library's Rooftop Garden and Urban Room can only be rented after-hours.

The Library offers the use of satellite equipment as part of the meeting room options at the Day-Riverside Branch Library. Because satellite transmissions may involve a cost, the recuperation of such costs is governed by the satellite equipment guidelines sections. Fees for use of satellite equipment are contained in the fee schedule.

REGULATIONS (PROCEDURES)

Policies Regarding Library Facility Use

1. Library meeting rooms are maintained primarily for use by the Library to accomplish its mission. If a meeting room is not scheduled for a library-related function, a Salt Lake City-sponsored activity, or an event by a library programming partner, members of the public may apply to use the room. Each event request is considered on an individual basis according to the overall number of requests pending, staffing implications, and library priorities.
2. Reservations will be given consideration on a first-come, first-serve basis. The Library provides meeting rooms for members of the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting the meeting room (herein noted as applicant or group). To ensure equitable use of library facilities, the Library reserves the right to limit the number of hours a meeting room may be used by an individual or group.
3. The Library may deny the use of a meeting room to an applicant if in the Library's opinion
 - a. the purpose of the meeting or activity is illegal or potentially hazardous;
 - b. the meeting presents health or security risks;
 - c. the conduct of the meeting interferes with the functioning of the Library;
 - d. the applicant has not provided satisfactory adult sponsorship and supervision for the meeting; or
 - e. the applicant has failed to comply with these or other library regulations.
4. Use of the facility for commercial or promotional purposes will incur a rental fee.

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- 5.** The Library, at its sole discretion, determines the number of events operated simultaneously in its facilities and does not guarantee sole use of a facility.
 - 6.** Meeting room accommodations and seating capacity vary throughout the Library System. Library managers at Anderson-Foothill, Chapman, Day-Riverside, Sprague, and Sweet Branches and the Community Affairs Department at the Main Library accept applications and make arrangements for meeting rooms at their respective locations. See application form for location and maximum seating capacity of library meeting rooms as set by Salt Lake City Fire Ordinances.
 - 7.** Approval to use meeting room facilities (whether free or for a fee) does not include free parking at the Main Library for guests or attendees.
 - 8.** The use of a branch library meeting room and facilities when the branch is normally closed may be negotiated on a case-by-case basis.
 - 9.** Organizations or individuals with permanent addresses outside Salt Lake County may be charged a rental fee.
 - 10.** An applicant aggrieved by an administrative decision about the use of a library meeting room may appeal the decision by writing a letter to the Library Board of Directors within five (5) working days of the decision. The applicant, or chosen representative, may appear before the Library Board at a regularly scheduled board meeting to state a position. A library manager may present an opposing view at the same meeting, with the Library Board deciding the matter.
 - 11.** It is important that organizations and individuals who use the meeting rooms understand and acknowledge that they are guests of the Library, are able to use library facilities at the discretion of the Library, and that their use of the facilities reflects that understanding.
 - 12.** All persons requesting to use library facilities and meeting rooms must agree to abide by library policies and all applicable local, state, and federal laws.
 - 13.** It is the responsibility of the person who signs the agreement for conference and facility use to serve as the authorized representative of the group and to remain on the premises throughout the period for which it is reserved, ensuring the safety and security of attendees and the library facility, as well as ensuring that attendees observe the regulations set forth in this document.
 - 14.** The Library requires adult sponsorship for any meetings involving persons of high school age or younger. The applicant and the adult sponsor must expressly agree on the application form that the adult sponsor will attend and supervise the meeting, and that the applicant and the adult sponsor will accept responsibility for, and will reimburse the Library for, any damage caused by the group or by members of the group to the meeting room or to the Library.
 - 15.** The applicant shall leave the meeting room in the same condition as it was at the beginning of the meeting. If damage to the room, its furnishings, or equipment occurs during the meeting, the Library may require the applicant to pay for damages. If the applicant is required to pay for damages, the library manager will assess the reasonable cost of repairing the damages caused during the meeting and will notify the applicant of the damage assessment. The applicant shall reimburse the Library for the damages by paying the assessed amount to the Business Office of the Salt Lake City Public Library within thirty (30) days of receiving notice of the damage assessment. The Library shall deny use of meeting rooms until the applicant pays the assessed amount.
 - 16.** Designated library staff will conduct a walk-through after each meeting to verify that facilities are left in proper order. The authorized representative of the group must report to the designated library staff member at the end of the meeting. Unless previously scheduled otherwise, meetings must end 15 minutes before the Library's closing time to allow for cleanup and walk-through.
 - 17.** Some large and/or after-hours events may require security. The Library will determine and provide appropriate security at the applicant's expense.
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18. Permission to meet in the Library in no way constitutes endorsement by the Salt Lake City Public Library or its Board of Directors of the policies or beliefs of the organization or individual using the facilities. No advertisement or announcement implying such endorsement is permitted.

19. If use is approved, a designated library staff member will execute a written agreement for facility use with the individual or group. Applicant must agree to abide by the meeting room policies set forth herein and to pay appropriate fees (if any) as outlined in the fee payment schedule.

20. At any time the Main Library is open for use by an outside group or individual, it must be opened by a library employee, and a library employee must remain in the building for the duration of the event.

21. Authorized library staff may enter and remain in a meeting room at any time during a scheduled meeting or event. The Library reserves the right to attend any meeting held in its facilities (except executive sessions of governmental bodies) to ensure that no unlawful activities occur on library premises.

22. Approval to serve refreshments or food must be obtained through prior written consent from the library manager in the case of a branch library, or from the Community Affairs Department at the Main Library. Fees may apply.

23. Authorization for library facilities and meeting room use does not include the use of staff time other than to provide access to the facility or meeting room. The Library may require its staff to be present at some activities to provide appropriate security, technical support, custodial, or maintenance services. The organization using the facility will be required to pay for these staff services.

24. When library facilities are used by recognized library support groups, partners, or other affiliated community organizations, it is the policy that all activities be planned by the group in consultation and cooperation with a library staff member designated as liaison to the group. With this participation, it should be possible to schedule events so that they have minimal impact on normal work schedules. Staff will make a concerted effort to meet the needs of the group within an adjusted work schedule. If this is not possible because of budget constraints, reduced services, vacancies, etc., the support group may be required to pay a fee to cover the costs of keeping the library facility open during non-service hours.

APPLICATION TO USE LIBRARY MEETING ROOMS/ FACILITIES

1. Applicants requesting use of a library meeting room shall make written application for meeting room use on a form furnished by the Library. Main Library reservations are handled through the Community Affairs Department at the Main Library. Requests to use a branch library are handled through each individual branch. Application must be submitted at least two weeks in advance of a scheduled event. The form must be signed by the applicant or a designated representative. The applicant will clearly state on the form the purpose of the meeting, date and hour of the meeting, the name of any sponsoring agency, and the subject to be discussed.

2. The two-week advance scheduling rule may be waived for individuals or groups reserving a meeting room for same-day use. If a room is available, those individuals or groups may use the room for up to three hours. An application form is required for library record-keeping purposes.

3. If two or more applicants request the same room for the same time and date, the Library gives priority to the applicant who first requests the room, unless the Library has reserved the room to conduct library-related functions or there is a need to ensure a balanced, flexible, and appropriate use of available meeting rooms by all applicants. The Library reserves the right to deny permission to use a meeting room or to substitute facilities.

4. An applicant may make preliminary inquiries for meeting rooms by telephone with the Community Affairs Department at the Main Library or with a staff member at a branch library, but will receive confirmation of the request *only* upon receipt of the written application signed and approved by a library manager or designated Community Affairs staff. Space is not confirmed until the applicant has received written confirmation from the Library.

5. The applicant may submit an application for using library meeting rooms on a regular basis by filling out one form for several meeting dates, as long as the specified meetings are for the same purpose and are of the same general character. Applications will be accepted beginning **May 15** (for July through December dates) and **November 15** (for January through June dates). Applications expire **June 30** (for meetings held January through June) and **December 31** (for meetings held July through December). Paid private events may be booked up to one year in advance upon administrative approval. Where meeting room space is limited at the branches, sequential scheduling of meeting rooms is at the discretion of the library manager, based on balancing community needs.

6. The Library reserves the right to preempt any event up to three months in advance for a Library or City-sponsored event; in such instances, the Library will assist the individual or group in reserving another date, library facility or meeting room.

7. Library staff will answer public inquiries concerning meeting room use from information provided by the applicant on the application.

8. If applicants decide to cancel a scheduled meeting, they shall notify the Library of the cancellation at least two weeks in advance. If the meeting room is in a branch library, the applicant shall notify the library manager responsible for that meeting room. If the meeting room is in the Main Library, the applicant shall notify the Community Affairs Department at the Main Library. Applicants who fail to notify the Library when meetings are canceled may be denied future reservations and/or have current reservations canceled.

9. Library staff in the Main Library will open meeting rooms 15 minutes in advance of the scheduled meeting time. In branch libraries, groups who wish to enter a meeting room in advance of the time scheduled must make arrangements with the library branch manager at least one week prior to the date of the meeting. All meetings held during library hours must end 15 minutes prior to library closing.

EQUIPMENT/ FURNISHINGS/ FEES

1. A 50% (fifty percent) down payment is due upon execution of the written agreement. The balance is due two weeks prior to the event.

2. Libraries have limited equipment and furniture for use in meeting rooms without charge. Applicants may reserve such library equipment and furnishings when they apply for the meeting room. Applicants will be responsible for operating meeting room equipment unless otherwise arranged.

3. Additional audiovisual equipment is available for a fee (see equipment list and fee schedule). If applicant requests library staff to operate audiovisual equipment or if the Library incurs a cost to restore audiovisual equipment to its original settings, an additional fee will be charged. Only authorized staff may operate equipment in the Main Library's auditorium. Outside technical support will be paid for by the applicant and can only be used with preauthorization from library administration.

4. Use of non-library equipment is subject to the approval of a designated library staff member. All equipment, other than installed equipment, must be provided by the applicant. Delivery and pick up of rentals and other equipment must be coordinated with a designated library staff member. Equipment and supplies may not be stored in the Library for subsequent use. If left unclaimed for five (5) days after the end of an event, equipment and supplies may be sold by the Library at a public or private sale or otherwise discarded or destroyed without notice to the applicant or liability to the Library.

5. A list of vendors with contact people and telephone numbers must be given to the Library two weeks prior to the event. Delivery locations and arrival schedules for all vendors must be approved by a designated library staff member.

6. All furniture brought into the Library must have protective caps to avoid scratching floors. Movement of furniture must be done with the use of rubber-wheeled dollies or carts. All furniture must be lifted, not dragged.

7. Staff assistance in the arrangement of chairs and tables in other than the standard arrangement provided requires a special written request for permission when the application for conference and facility use is submitted. Fees may apply.

8. The applicant incurring charges not requested or paid for in advance, including demands on staff time or staying beyond the reserved time, will be billed according to the fee schedule. Failure to pay the fee will result in the applicant's loss of use of the Library's facilities.

9. The Library Administration may choose to waive the use fee for a program being offered by another organization if the purposes of the program are closely aligned to those of the Library. Such a program must be developed and offered by the organization to bring information on a topic of interest to the general public. The event must be free and open to the public. Service fees (if applicable) will be charged to the organization.

SATELLITE EQUIPMENT AT DAY-RIVERSIDE BRANCH LIBRARY

The Salt Lake City Public Library offers satellite equipment at the Day-Riverside Branch Library in recognition of the equipment's great potential for programming, staff development, training, and as a resource for information. There are many possible uses of the Library's satellite equipment and these uses include, but are not limited to, the following:

- a. library programming for the public
- b. programming requested by patrons
- c. library training and staff development
- d. opportunities for other library systems
- e. opportunities for government agencies
- f. opportunities for community organizations.

The satellite equipment only supports downlink; the Library does not have the ability to support uplink.

The following guidelines apply when using satellite equipment

1. Use of the satellite equipment must be consistent with the Library's mission statement.
 2. Use of the satellite equipment must be consistent with the Library's meeting room policy (i.e. programs must be open to all patrons; neither admission charges nor solicitations are allowed).
 3. The meeting room at the Day-Riverside Branch Library must be available on the date of the satellite telecast.
 4. An Application for Use of Meeting Rooms form must be filled out and approved by library staff.
 5. The satellite equipment must be requested on the application form.
 6. Staffing resources will be taken into consideration when evaluating a request (e.g., staffing needed to set up equipment or to troubleshoot any equipment problems).
 7. When there is a cost associated with the reception of a satellite program
 - a. for programs generated by library programming and training, the cost must be affordable within the Library's programming and training budgets respectively
 - b. for satellite program requests generated by the public, the cost must be absorbed by the individual or group requesting use of the meeting room and satellite equipment. Payment must be made at the time the meeting room application is approved. Sufficient time should be available for library staff to make arrangements for clearing the telecast
 - c. at the present time, the Library is not equipped to uplink satellite broadcasts. However, an individual or group may supply the equipment necessary to uplink a particular satellite broadcast to the branch. The individual or group is responsible for any costs or damages incurred as a result of the uplink
 - d. the cost cannot be recuperated through an admission charge to the program
 - e. see fee schedule for costs associated with satellite use.
 8. Requests to tape a program must be specified on the application form. The taping of an approved program can be accommodated provided that
 - a. there are no copyright restrictions for the given program
 - b. the individual or group responsible for the program provides the blank tape(s)
 - c. the applicant is present during the telecast.
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9. Library staff will be exclusively responsible for setting up and operating the satellite equipment.

Satellite Technical Difficulties

1. The Library shall not be held responsible for technical difficulties that may affect the quality of the satellite transmission.

2. In the event the telecast cannot be received due to technical or other problems attributed to the sender of the telecast, the Library will request a refund which, if granted, will be passed on to the applicant.

**ROOFTOP
GARDEN
SPECIAL
CONDITIONS**

1. The Library is not obligated to provide alternative indoor space if inclement weather prevents the use of the terraces.

2. In accordance with Utah State Law, no smoking is permitted in the Main Library or within 25 feet of a library entrance.

3. No items are to be thrown from terraces.

4. Noise is expected to be kept to a minimum and must adhere to city, county, state, and/or federal laws pertaining to such ordinances.

PUBLICITY

1. Individuals and organizations contracting to use library conference and facility space(s) for events are responsible for the event's publicity.

2. Directional and promotional signs are discouraged and are subject to prior approval by a designated library staff member one week before the event. Only library staff may post signs. Unauthorized signs will be removed. At no time may materials be attached to walls, windows, doors, or furnishings.

3. Neither the name nor the address of the Library may be used as a mailing address for organizations, groups, or individuals using meeting room facilities. Each group is responsible for handling its own RSVPs.

4. The Library does not allow the use of the name and address of any library facility as an official address or headquarters.

5. Handouts may be distributed inside the room, immediately outside the meeting room, or outside the library building. Handouts may not be distributed or posted in the Library except as approved by a designated library staff member. Petitioning, surveying, and leafleting within the Urban Room is not allowed except as approved by the Library Administration. These activities will only be allowed in conjunction with a scheduled program.

**MUSIC/
ENTERTAINMENT/
PERFORMANCE
GROUPS**

Music, entertainment, or performance groups must conform to City ordinances and be approved by a designated library staff member. Delivery, set up, and/or rehearsal time will be determined by a designated library staff member. During library hours, music performance is limited to the auditorium unless prior written approval is given by a designated library staff member.

CATERING

The caterer for any event in a library facility must be approved by a designated library staff member. Caterers who have not catered an event at the Library for two years may be removed from the approved caterers list.

Caterers must comply with the rules and regulations of a signed agreement and as listed below

- a.** catering staff will arrive and exit through locations designated by the Library.
- b.** parking for catering must be arranged with a designated library staff member.
- c.** use of the loading dock and freight elevators must be prearranged with a designated library staff member
- d.** gas of any kind for cooking is prohibited. Sterno-heated proofing cabinets are subject to approval. No frying is allowed in any space in the Library.
- e.** any electrical appliances must be approved by the Library and electrical requirements must be given to the Library at least two weeks prior to the event.
- f.** set up time for the event will be determined by the Library.
- g.** all spaces should be cleaned and tables wiped clean. The proper disposal of all refuse is expected, especially liquids. Nothing (including water and ice) can be poured in the drinking fountains, landscaping, fountain, or grass areas. All food, beverages, and trash must be removed from the premises immediately following the event. Any costs incurred in the removal of undisposed food will be charged back to the caterer.
- h.** no gratuities are to be given to library staff.
- i.** the Library is not responsible for any property left on the premises by the caterer. Any property which is left on the premises for five (5) days after the end of the event may be disposed of by a designated library staff member, by public sale or destruction, without notice to the user or any other party, and without liability to the Library.
- j.** Alcohol may be permitted provided the user adheres to liquor laws as set forth by the Utah Department of Alcoholic Beverage Commission.
- k.** library applicants must agree to restore the area to a reasonable degree of order (e.g., all waste material in appropriate receptacles). Failure to restore facility or meeting room to this condition may result in additional charges for required cleaning and may result in revocation of authorization for future use.

DECOR/ FLORAL DECORATIONS

1. Approval of the Application for Use of Meeting Rooms is for the room only. Approval for decorations, anything fastened to the wall, special signage, a registration table outside the meeting room, etc., must be obtained through prior written consent from the library manager in the case of a branch library, or from the Community Affairs Department at the Main Library.

2. Decor must not mar or affect the appearance of the library structure and must be removed immediately following the event. No tape, adhesive, nails, screws, metal hooks, etc. may be placed on or driven into any wall or surface of the Library.

3. Any additional lighting must be approved by a designated library staff member. The lighting vendor must meet with a designated library staff member at least one week prior to the event to discuss electrical requirements.

4. Candles must adhere to local fire code standards.

LIABILITY/ RESTRICTIONS

1. The Library premises must be returned to its original condition; groups or individuals using library property assume liability and shall be liable for any damage resulting from said usage as assessed by the Library.

2. The Library does not assume responsibility for materials, equipment, or any other article left by an organization, group, or individual in the Library and will not be liable for loss, theft, or damage thereto. If items are left unclaimed for five (5) days after the end of an event, items may be sold by the Library at a public or private sale or destroyed without notice to the organization, group, or individual, and without liability of the Library.

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3. Individuals or organizations reserving library space(s) are responsible for ensuring that all necessary safety provisions are observed.
 4. Library facilities and meeting rooms are managed according to city, county, state and/or federal laws governing the protection of public property and fire safety.
 5. The Library is not liable for damages resulting from food served at events.
 6. Library conference and facility users agree to pay for any and all damages to library property including, but not limited to, walls, floors, carpets, grounds, equipment, and furniture while property is being used. Failure to pay for damage will result in revocation of authorization for future use and/or other necessary actions.
 7. Applicants using library meeting rooms may not charge an admission or registration fee or take up a collection for entrance to or participation in a meeting or program except for activities sponsored by the Friends of the Salt Lake City Public Library or by those applicants paying a rental fee. The applicant may not sell any materials (including books) or collect any other fees, charges, or donations unless the library administration gives prior written approval of such sales or collections.
 8. In accordance with Utah State Law, no smoking is permitted in public buildings, including libraries, or within 25 feet of a library entrance.

INDEMNIFICATION

1. Copyright restrictions apply to the use of library meeting rooms and equipment. Library meeting rooms and equipment cannot be used to duplicate or show material protected by copyright law (Title 17, *United States Code*). Applicants may be liable for any infringement.
2. The user shall hold harmless, defend, and indemnify the Library and its entities from and against any and all claims, losses, causes of action, judgments, damages, and expenses, including, but not limited to, attorneys' fees, because of bodily injury, sickness, disease, or death, or injury to or destruction of tangible property, or any other injury or damage resulting from or arising out of
 - a. performance or breach of this Contract by user
 - b. suppliers' use of library premises; or
 - c. any act, error, or omission on the part of the user or its agents, employees, or subcontractors except where such claims, losses, causes of action, judgments, damages, and expenses result solely from the negligent acts or omissions or willful misconduct of the Library, its officers, employees, or agents.

INSURANCE

1. The Library may require the applicant/vendor to maintain Commercial General Liability Insurance, to include Liquor Liability Insurance with a minimum of \$1,000,000.00 limit per occurrence. If applicable, applicant/vendor shall maintain Commercial Automobile Insurance with a minimum limit of \$1,000,000.00 combined single limit. Applicant/Vendor agrees to maintain and be responsible for all Workers Compensation Insurance for all employees on the premises if applicable. In addition, the Library and its entities must be named as additional insured on all liability policies.
 2. If the coverages described above are not in place at the time the application is submitted, the applicant/vendor should be prepared to describe what types and levels of coverage are in place currently, and clearly indicate their ability and willingness to obtain the above-listed coverages if required by the Library. The Library reserves the right to require additional coverages from that presented, at the applicant's/vendor's expense, for the additional coverage. An insurance waiver may be issued to an applicant that can show proof of being uninsurable—proof that coverage was denied by at least three insurance providers licensed and doing business in the state of Utah, including the current state provider of insurance.
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