



Room Reservation Policy

Purpose of the Policy

Duchesne County Library System's mission is to enrich the knowledge and inspire the growth of our communities and its individuals. The library's community and meeting rooms are designated public forums to allow the community to gather and share information, interests, and comradery regardless of any community divisions. In accordance with that mission, this policy regulates the fair use of the library's publicly accessible rooms.

Reservations

Library sponsored programs have priority over all other room reservations. Community and meeting rooms may be reserved without charge by residents of Duchesne County and community or non-profit groups, whose sponsor is a Duchesne County resident, for non-commercial use/events that are **open and free to the public at large**. Those purposes include cultural, educational, charitable, advocacy, civic, or religious. Some limited private use of the room is permitted for a rental fee and is the lowest reservation priority. Refer to the [Room Fee Schedule](#) for allowed use and applicable charges. Commercial use, for-profit use, or events charging fees for attendees should reserve other non-library event spaces. No events are held in the rooms on Sundays or between 9:00 PM – 7:00 AM any day. Reservation requests must be made by an adult 18 years or older. All requests made by someone who is not a resident of Duchesne County or an entity not sponsored by a Duchesne County resident will be assessed rental fees, even if the event is open and free to the public to attend.

Permission to meet in the library in no way constitutes advocacy or endorsement by the Duchesne County Library System or its Board of Trustees of the policies or beliefs of the individual or group using the facilities; nor will the library and trustees discriminate against them. All who utilize the rooms must follow the User Responsibilities section of this policy.

Reservation requests are made by completing and submitting a User Agreement through the library's online reservation calendar. Requests are reviewed by branch management to determine whether rental fees will be applied according to the fee schedule and are calendared on a first-come, first-serve basis. The reservation time should include adequate set-up and take-down time for the event. Requests may be submitted for events 6 months in advance of the current date.

Requests for multiple dates or repetitive events may be made at the same time, but are limited to a maximum of one day per week. Single multi-day events may be approved by library management. If requests are received the same day from two different individuals/groups requesting the room for the same desired date and time, library management has discretion to assign priority to the requests to

ensure fair and flexible use of the rooms. Library management will assist an individual or group that did not receive priority to reserve the space for another date if possible.

Requests will be denied if the purpose of the meeting or activity is illegal, conflicts with User Responsibilities, or presents hazardous, health, or security risks.

Applicants who fail to adhere to User Responsibilities and reservation conditions in this policy, to notify the library when meetings are canceled, or to pay assessed damage/cleaning fees, may have their upcoming or future reservations canceled or denied.

User Responsibilities

1. The library's Use & Behavior Policy and all applicable local, state, and federal laws will be adhered to by all attendees.
2. No event will be allowed to facilitate harassment or disruption of patrons or library services, and such events will be terminated. Activities will be contained only in the room reserved and in no other space in the library.
3. The person who signs the User Agreement will be present during the entire course of the event, provide supervision by multiple adults, and ensure all responsibilities and regulations agreed to are observed.
4. Activities involving the presence of open flames, explosives, drugs, or hazardous substances are prohibited.
5. Amount of attendees will not exceed the posted fire code capacity of the room.
6. The reserving party is responsible for the room setup and returning the room to its pre-event state including: vacuuming/cleaning floors, wiping/putting away/stacking all tables and chairs, dumping garbage, cleaning kitchenettes, washing dishes/utensils, etc. Restrooms and entryways must also be monitored and cleaned for messes caused by the event.
7. Décor must not mar or affect the appearance of the community room or facilities and must be removed immediately following the event. Glitter is not permitted.
8. Reserving parties are responsible to bring their own equipment, technology, etc. They may use the rooms' audiovisual equipment and whiteboards. Duchesne County Library System is not responsible for any party's equipment, materials, or personal belongings being damaged or stolen.
9. Light refreshments may be served in the room. Alcoholic beverages are prohibited and drinks containing a dye (red, green, etc.) are discouraged. These products cause furniture and carpet stains that cannot be removed even with commercial cleaning.
10. Copyright restrictions apply to the use of community rooms and equipment. They cannot be used to duplicate or show material protected by copyright law. Reserving parties may be liable for infringement.
11. If a meeting or activity is free and open to the public at-large, reserving parties should post a sign at the community room entrance during the event stating that the public is welcome to attend and participate.
12. A cleaning deposit of \$25 is due before accessing the room. The deposit can be refunded if the room is left completely clean and in its pre-event state; and if paid by cash or check. Credit card payments are non-refundable. An additional cleaning fee of up to \$100 will also be assessed if the staff must clean/return the room, restrooms, and entrances, to its pre-event state depending on staff time required to do so. Damages to any library property will be assessed at reasonable cost and invoiced to the sponsor or agent who signed the agreement.

Appeals

An applicant may submit a written appeal about an administrative decision concerning the use of community and meeting rooms to the Library Board of Trustees within one month of the decision. The applicant may then appear before the Library Board at the next regularly scheduled meeting to state a position. Library management may also present a viewpoint at the same meeting. The decision of the Board of Trustees is final.

Policy Review

This policy shall be reviewed at least once every three years by the Duchesne County Library System Board of Trustees.

Reviewed: May 16, 2023

Adopted: June 28, 2023

Effective: June 29, 2023

Original Adoption: Nov. 17, 2020



Room User Agreement

1. I hereby acknowledge and declare that I:
 - a. Am the adult sponsor or authorized adult agent of the sponsor of the meeting to be held in the Duchesne County Library community rooms.
 - b. Will be present during the entire course of the event, or my authorized agent will.
 - c. Have read and understand the Room Reservation and the Use & Behavior policies and will oversee the appropriate use of library facilities by the attendees according to the agreements in them. **No events are held on Sunday or between 9:00 PM – 7:00 AM.** Policies are found at: <https://www.duchesne.utah.gov/gov/dept/library/policies/>
 - d. Have reviewed the Room Fee Schedule and will pay applicable fees and cleaning deposits before getting access to the room. **An event not open to the public and free to attend has a rental fee + cleaning deposit, including private social events. Commercial use, for-profit use, or events charging fees for attendees should refer to other event spaces.**

2. Check facilities requested:

Duchesne Branch

Roosevelt Branch: Half room w/kitchenette Basic half room Both halves (free & public only)

3. Requested Date(s): _____

3. Time (Start to End including setup and cleanup): _____

4. Purpose of Activity: _____

5. Anticipated attendance: _____

6. (Check all that apply.) Is the event:

Open to the public? Free to all attendees? A meal or party event?

7. Name of Individual/organization agent: _____

8. Are you a Duchesne County resident? Yes No

9. Name of organization (if an agent): _____

10. Address of individual/agent: _____

11. Phone & Email of individual/agent: _____

12. Signature of individual/agent: _____

Return completed form to Library Director or send by email to dmauchley@duchesne.utah.gov



Room Fee Schedule

Venue		Type of Event
Duchesne Community Room	Roosevelt (1/2 of Community Room)	
Free		Events open to the public and free of charge sponsored by a Duchesne County resident. (Educational/cultural events may only charge required license, certification, or manual fees—No profit to presenter/sponsor for free use.)
\$15/hour	\$30/hour	For-profit educational, cultural events; Closed/Private meetings, meals, parties, social events of any group or individual up to 45 attendees. Events open to the public and free of charge that are not sponsored by a Duchesne County resident.
Not Available		Closed/Private meals, parties, social events of any group or individual with over 45 attendees; Other commercial/promotional use.
+\$15/hour		For events before or after normal library hours when a staff member must be present.
Duchesne & Roosevelt Study/Conference Rooms		
Free		Personal/group study; free public event; interviews.
Not Available		For-profit educational events; any closed/private group meetings or social events; commercial/promotional use.

Reserved time must include set-up and take down time.

Management will determine when a staff member should be present for before-hours or after-hours events when the room is being borrowed by patrons who have never borrowed the room before or the nature of the event calls for staff oversight. In these cases, the extra fee is charged.

Closed or private gatherings may only utilize one half of the Roosevelt Branch Community Room.