



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.