

# MEETING ROOM POLICY AND TERMS OF USE

**Edwin A. Bemis Public Library, 6014 S. Datura St., Littleton, CO 80120**  
**Phone: 303-795-3961 Fax: 303-795-3996 email: libmg@littletongov.org**

Bemis Public Library provides meeting room space free of charge for members of the community for the presentation and exchange of information and opinions of all kinds. The library makes these rooms available on equal terms to all persons and groups, regardless of opinion or affiliation. By making a meeting space available, the library does not sponsor or endorse the views of any group using the space. Publicity for meetings is the responsibility of the group and the group may not list the Library as a sponsor or encourage the public to contact the Library for information.

Library activities take precedence over all other meeting room activities. Meeting rooms may be rescheduled if a conflict with library programs occurs.

The Library has one large meeting room (holds up to 100) and one small conference room (holds up to 20) available at no charge. The rooms cannot be used by groups of less than 6.

The meeting room and conference room are equipped with Zoom Room technology. Instructions for using the Zoom Room can be found in both rooms.

Authors presenting programs for the library may sell their own books and are responsible for collecting the appropriate sales tax; no advance promotion of books for sale is allowed. No other items can be sold by any individual or group. Groups cannot solicit donations while on library premises.

Rooms are not available for private parties or receptions such as birthday parties or baby showers.

An officer or representative of the group is required to complete the application form attached. Children under the age of 18 may use the meeting room with an adult sponsor. The sponsor must fill out the application.

The City reserves the right to enter any reserved meeting room at any time and for any purpose and further reserves the right, although does not assume a duty, to eject any objectionable person or persons from the library premises. The Group or any guest or invitee does hereby release and discharge the City from any liability or damages associated with the exercise of City authority.

By using a library meeting room, the group expressly agrees to, and shall, indemnify and hold harmless the City and any of its elected and appointed officials, officers, agents, or employees from any and all claims, damages, liability, or court awards, including costs and reasonable attorney fees that are or may be awarded as a result of any loss, injury or damage sustained or claimed to have been sustained by anyone, including but not limited to, any person, firm, partnership, or corporation, to the extent caused by the negligent acts, errors or omissions of the group or any of its employees, agents, partners, subcontractors, consultants, or others using the space on behalf of the group in its use of the meeting rooms. Nothing in this paragraph shall constitute an agreement by the group to indemnify or hold the City harmless for any omission or action by the City or any of its elected and appointed officials, officers, agents, or employees. By demanding this right to indemnification, the City in no way waives or limits its rights under the Colorado Governmental Immunity Act, C.R.S. § 24-20-101, et. seq.

## **RULES:**

1. Meeting rooms can be scheduled up to thirty (30) days in advance and are booked on a first-come, first-served basis
2. Meeting rooms are available:  
Monday-Thursday, 9:00 a.m. to 7:45 p.m.  
Friday, 9:00 a.m. to 4:45 p.m.  
Saturday, 9:00 a.m. to 4:45 p.m.  
Sunday, 1:00 p.m. to 4:45 p.m.
3. Meeting rooms are available during normal business hours. Groups must begin cleaning the room no later than 15 minutes before the library closes, and all attendees must have exited the library by closing time.
4. Groups are responsible for setting up and cleaning up the room. When completing your application, please allow ample set-up time before, and clean-up time after your meeting. In the large meeting room, chairs and tables are available in the storage area at the west end of the room. When the meeting is over, the chairs and tables must be stacked on the dollies, and everything returned to the storage area. In the conference room, tables and seating for 20 are already in place and must be returned to their original position if rearranged.
5. The library has an LCD projector available. A separate agreement requesting the use of the LCD projector must be completed by the responsible party and approved by the library. **The ceiling projector and sound system installed in the meeting room is for staff use only.**
6. Light refreshments (tea, coffee, cookies, donuts) are permitted. Meals, including catered box lunches, are prohibited.
7. The Library does not have space to store items for groups and will not be held responsible for items left behind.
8. Smoking is prohibited by City ordinance.
9. Groups shall use and occupy the meeting room only in a manner which complies with all applicable Municipal, State, and Federal laws, ordinances, executive orders and rules and regulations.
10. Any group that fails to abide by these rules will be prohibited future use of the meeting rooms. Additionally, the library reserves the right to terminate use of the premises at any time if the use is not consistent with what is outlined above and/or the conduct of the group or any member is disruptive or harmful to the facility, library materials, exhibits, furnishings or other individuals.

**MEETING ROOM APPLICATION**

Today's date \_\_\_\_\_

Name of organization \_\_\_\_\_

Name of person completing application \_\_\_\_\_

Phone \_\_\_\_\_

Office held (if any) \_\_\_\_\_ Email \_\_\_\_\_

Address of organization or person completing application

\_\_\_\_\_
Date(s) requested (no more than thirty days in advance)

\_\_\_\_\_
Time \_\_\_\_\_ to \_\_\_\_\_

Expected attendance \_\_\_\_\_ Purpose of meeting \_\_\_\_\_

Are you requesting use of the LCD projector? \_\_\_ Yes \_\_\_ No
(a separate agreement must be signed and approved)

Will you be using the Zoom Room technology in the conference room? \_\_\_ Yes \_\_\_ No

Will you be using the Zoom Room technology in the meeting room? \_\_\_ Yes \_\_\_ No

**I HAVE READ AND ACCEPT THE MEETING ROOM POLICY AND TERMS OF USE ON THE ATTACHED PAGE, AND WILL BE THE PERSON HELD RESPONSIBLE TO SEE THAT THEY ARE FOLLOWED**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
**LIBRARY USE ONLY** FOR

Date of reservation \_\_\_\_\_ Time \_\_\_\_\_

Date confirmed on calendar \_\_\_\_\_



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