

Policies and Procedures for the Use of the Summit County North Branch Library Meeting Rooms

1. Purpose. The purpose of this policy is to establish guidelines regarding the use of the Summit County Library North Branch Meeting Rooms (here-in-after known as the (“NBL Meeting Rooms”). The Board of County Commissioners of Summit County, Colorado (the “County”), reserves the right to change the hours for facility use, office business hours and any other policies set forth herein. These policies are also drafted to fully comply and adhere to the First Amendment of the United States Constitution, Article II, Section 10 of the Colorado Constitution, and all other laws, rules and regulations of the State of Colorado and the United States Government regarding the rights of free speech, assembly, and association. Nonetheless, these policies and procedures are also drafted for the purpose of providing reasonable protection and accommodation for the first amendment rights of all citizens in the use of County property and facilities, and to allow for public speech and assembly at reasonable locations while preserving the ability of the County to perform and protect the primary functions of such property and facilities. In promulgating these policies, the Summit County Government finds that it is of the utmost importance to ensure that all residents of and visitors to Summit County, as well as agents, employees and officers of the Summit County Government, are not deterred from utilizing and enjoying the primary function of such buildings and facilities due to a situation where they are subjected to intrusive speech unrelated to such primary functions, and in turn rendered a vulnerable or constricted audience as a result of their presence to fulfill such primary purpose. The County reserves the right, when plainly necessary and appropriate, to apply these policies and restrict use of certain buildings and facilities, in a manner which may have the secondary effect of limiting certain broad types of content of speech, such as commercial or political speech, when narrowly tailored and reasonably necessary to maintain the limited and designated nature of the forum in question. Nonetheless, in the application of these policies, the County does not intend to engage in or condone any activities, or render any decisions, which in any way result in the discrimination of any viewpoint at any time.

2. General Policy. It is the policy of the Board of County Commissioners of Summit County, Colorado (the “County”) to promote the use of the NBL Meeting Rooms by government and quasi-governmental organizations and for meetings related to government or civic operations and issues. General public use of the NBL Meeting Rooms will be permitted, as provided in Section IV below. These policies supersede any existing policies and procedures that are inconsistent with this policy. The Board of County Commissioners reserves the right to change the hours for facility use, office business hours and any other policies set forth herein. Exceptions to these policies will need approval by the Summit County Government Manager’s Office.

3. Facilities Available to the Public. The NBL Meeting Rooms will be available for use Monday through Sunday during the hours of 8:00 a.m. to 10:00 p.m. on a reservation basis for noncommercial use by the general public, including: public or private nonprofit organizations, civic organizations, religious groups or community oriented groups. Meetings or activities that extend beyond normal operating hours of the Library, require that a keycard be picked up during the library hours of Monday through Thursday, 9:00 a.m. to 6:00 p.m.; Friday and Saturday, 9:00 a.m. to 5:00 p.m. The rooms are not available for booking during Summit County Government holidays or if booked for elections.

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4. Public Use Guidelines

- i. Meeting Room users may not conduct any illegal activities on the premises nor may users engage in activities which, in the opinion of the County and Town, create excessive noise or other disturbances, or risk of injury to persons or property. Provided, nothing herein shall be deemed to create a duty on the part of the County and Town to inspect, police, or otherwise regulate the activities conducted on the premises. In no event shall any use disrupt, interfere or impede the operations in the library.
- ii. The user warrants that no music, literary or artistic work or property protected by copyright will be performed, reproduced, or used in connection with its activities at the Facilities unless the user, its employees, agents, or contractors have obtained permission from the copyright holder or have obtained appropriate licensing to use such works.
- iii. The user may not charge a fee for entrance to the scheduled meeting or activity.
- iv. In no event shall any use disrupt, interfere, or impede the library operations in the North Branch Library facility.
- v. Policies and procedures regarding operation of the North Branch Library may be obtained from the Library service desk.
- vi. Users wishing to display artwork or items within the NBL during the users reservation must contact the County Art Exhibits Committee. Only displays which are not offensive, are in good taste, and compatible with County government operations will be accepted. The Building and Grounds Department shall be responsible for the placement and display of all artwork and other displays and will be consulted by the County Arts Exhibits Committee on available space and proper placement. Displays must follow the rules and procedures of the County. Displays shall be insured by the exhibitor, except that displays of children's art from a County school or individual child artist may request that the County extend its insurance coverage to such a display. The County will not be liable for any damage to, or theft of any artwork or other displays, unless prior approval is obtained.

5. Scheduling. All scheduling of the NBL Meeting Rooms is done on a first come, first served basis subject to the following scheduling priorities in the following scheduling cycle:

- i. Summit County Government ("County") and the Town of Silverthorne ("Town") may reserve available meeting rooms, at any time up to twelve (12) months in advance of the date of their planned event/use. The County and Town may only schedule meeting room space under the scheduling system specified herein for actual events, and may not reserve scheduling segments if no use is currently planned for that time period.
- ii. All other users may reserve available meeting rooms up to six (6) months in advance of the date of their planned event/use and no less than two (2) days prior to the event.
- iii. All other users are limited to 4 reservations per month per client.
- iv. Please be advised that users may not prop the building doors open for late arrivals and you may be subject to noises associated with custodial services taking place in the building.
- v. A complete description of the NBL Meeting Rooms, seating capacity, and available equipment may be obtained online at SummitCountyLibraries.org or from the North Branch Library circulation desk located at 651 Center Circle, Silverthorne, CO 80498

6. Applications for Use and Reservations. All applications and reservations for the use of the NBL Meeting Rooms must be made through the North Branch Library staff. Email reservations may be sent to

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NBLmeetingrooms@summitcountyco.gov. Phone reservation may be made by calling the North Branch Library at (970) 668-4280. Reservations for County departments must be made by contacting the North Branch Library. The application available at summitcountylibraries.org must be completed in full including the purpose of the meeting, meeting date, meeting time, number of participants, and any specific room requests.

- i. First Time applicants for use of the Meeting Rooms, other than County, must complete an Application for the Use of County Facilities and User Agreement (“Application”). The applicant must be a person who will be present at the meeting or event. The Application must be submitted by mail, in person or via email (NBLmeetingrooms@summitcountyco.gov) for approval to the North Branch Library no more than six (6) months and no less than seven (7) days in advance of the event.
 - ii. Approved Applications will be kept on file at the North Branch Library for the current year. Repeat applicants must update their application annually. Subsequent reservations by previously approved users of the facilities may be made by phone or email no more than six (6) months and no less than two (2) days prior to the event. Same day reservations are only available at staff discretion and availability. Application for meeting space does not guarantee use of a NBL Meeting Room. Applications will be reviewed by a manager and confirmation will follow when all requirements are met.
 - iii. Organizations other than the Town and County reserve space with the understanding they may be asked to find alternate meeting space if a Town or County department requires use of the facility, and the Town or County will endeavor to relocate the reserved event to another Town or County facility.

7. **Availability.** The NBL Meeting Rooms will be available for use only during the hours as indicated in Section IV above. The facilities must be closed and locked no later than 10:00 p.m. Special Requests can be submitted to the County Manager’s Office. The County reserves the right to deny any request.

8. **Fees.** The NBL Meeting Rooms will be provided free of charge for non-Library related events or gatherings that are open to the public, provided no additional costs are incurred by the County. If additional costs are incurred, such as custodial services, employee overtime, or utility costs, the County will assess the organization a charge based on the County’s cost. Any organization failing to pay for any charges assessed will be denied future use of the meeting room(s) until all accounts are paid in full.

9. **Key and Damage Deposit.** A damage deposit in the amount of One Hundred Dollars (\$100.00), or Three Hundred Dollars (\$300.00) for events involving alcohol, will be charged to all users unless specifically exempted by the County Manager or his/her designee. Payment for the “damage deposit” must be made by check. All checks should be made payable to “Summit County Government.” If a key is not returned, Summit County Government reserves the right to retain the deposit. All NBL Meeting Room keys must be returned after the meeting to the front desk of the library during open hours or to the outside book drop after hours.

10. **Audio-Visual Equipment.** Limited access to certain County/Town-owned equipment located in the Center is available for use by applicants. Applicants must request equipment at the time the room is reserved. No training or technology support is provided along with the equipment. Basic “how-to” information may be available from County staff during normal North Branch Library operating hours. Additional AV services and technology support must be obtained by an appropriate third-party provider. The County may require a deposit

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or fee for the use of County/Town-owned equipment. The applicant must provide supplies for the equipment. The County and Town will not be responsible for supplies. Users will be responsible for the reasonable cost of repair or replacement for any equipment that is lost or damaged. A telephone for local calls is available in the building hallway.

11. Kitchen. Use of the NBL Meeting Room’s kitchen facilities are subject to the following requirements:
 - i. All applicants who use the kitchen agree to complete a kitchen check-out list detailing the condition of all equipment, cleanliness, and professional procedures for kitchen closure.
 - ii. The applicant must bring in all food and remove after the event.
 - iii. No access to refrigeration or freezer space is permitted outside the hours the user has reserved the space.
 - iv. The kitchen must be left in an orderly, clean, and sanitary condition as detailed in the kitchen check-out list.
 - v. Kitchen use must be conducted in compliance with all applicable state and local laws, rules, and regulations.
 - vi. Any violations of kitchen policies may result in additional charges to the applicant.

12. Clean-Up: The NBL Meeting Rooms (including kitchen facilities, Meeting Rooms, bathrooms and common areas) must be returned/left in an orderly, clean and sanitary condition and must be approved by the North Branch Library Manager or his/her designee or the damage deposit will be forfeited. Further, any costs not covered by the damage deposit for clean-up of NBL Meeting Rooms will be charged to the user. This includes emptying full trash containers, emptying full recycle bins, vacuuming litter or food debris off floors, sanitizing tables, and replacing all tables, chairs, and equipment according to the room layout diagram. Users cannot store materials and supplies in the Meeting Rooms without permission from North Library staff.

13. Cancellation. Cancellations by users must be reported as soon as possible to the North Branch Library staff during regular business hours. Failure to notify the North Branch Library at least forty-eight (48) hours prior to the scheduled event will result in forfeiture of any fees already charged and may result in the loss of any future reservations the organization may have. Users which fail to appear for a scheduled event and fail to cancel such event are not entitled to a refund of any fees already charged and may lose future reservations.

14. Emergency. In the event of an emergency or energy conservation program, the County and Town reserve the right to withdraw the use of the facilities for all use other than official Town and County use.

15. Political Activity. No political meetings or other political activities, such as candidate appearances for elective purposes, rallies for candidates for public office, or political fund-raising events are allowed in the NBL Meeting Rooms. For purposes of these policies and procedures, “political activities” do not include regular, special, or emergency meetings of the Summit County Board of County Commissioners, the Silverthorne Town Council, any County or Town departments, or any local planning commission.

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16. Indemnification. The applicant agrees to indemnify the County for all claims arising out of the applicant's use of the facilities, including personal injury, bodily injury and property damage claims. The applicant agrees to return County-owned property to the County in the same condition as the property was received prior to use, including without limitation, picking up litter and other materials. Groups and organizations will be held responsible for any damages to the County property and must report such damage to the Facilities Department. Private property brought onto County grounds is the sole responsibility of the owner. The County assumes no responsibility for damage to or loss of private property or for personal injury that may occur on County property.
17. Insurance. As a precondition for use of any Meeting Room, for a gathering or event at which alcoholic beverages have been approved by the County to be served, the user shall carry, at its own expense, in reliable insurance companies satisfactory to the County and authorized to do business in the state of Colorado, comprehensive and liability insurance coverage with minimum limits of One Million Two Hundred Thousand Dollars (\$1,200,000.00) combined single limit for all personal injury or property damage resulting from any one occurrence, including broad form property damage and personal injury liability insurance coverage. Prior to the scheduled event or gathering, the user shall deliver to the County Manager's Office certificates in a form acceptable to the County evidencing the existence of the insurance provided for above. The County shall be named as an additional insured party on such certificate.
18. Non-Discrimination. All County facilities within Summit County shall be equally available and accessible to all persons without regard to race, color, creed, national origin, religion, sex, political ideology or any other similar factor.
19. Supervision. Non-Library activities for anyone under the age of eighteen (18) years old must be supervised by an adult twenty-five (25) years of age or older. For youth activities, there must be at least one adult for every fifteen (15) youths present.
20. Violations and Misrepresentation. The County may cancel any use of the facilities at any time, if the reserving party violates any policy herein or misrepresents the nature of the group to the County. Any such violation or misrepresentation may also result in the denial of any future use.
21. Denial of Request. The County reserves the right to refuse approval for the use of NBL Meeting Rooms by any user or user group when it is deemed that such action is necessary and in the best interest of the County. The use of the NBL Meeting Rooms may also be denied for the following reasons:
 - i. Requested activity would block building access or walkways, or interfere with the ongoing operation of North Branch Library business;
 - ii. Proposed activities are inappropriate for the size or physical features of the NBL Meeting Rooms to be utilized will either be denied or rescheduled;
 - iii. Fundraisers will be permitted with prior approval of the County Manager;
 - iv. No political activities will be permitted, except as provided for herein;

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- v. Prior misuse or abuse of buildings, facilities, or County-owned equipment may result in denial of future use;
 - vi. Any activities deemed to be a threat to or unacceptably compromise the public health, safety, security, and general welfare, or the efficient and safe operation of the NBL Meeting Rooms;
 - vii. No commercial activities will be permitted. Space will not be reserved to any business for the purpose of making a profit;
 - viii. Failure to follow the policies and procedures established by the County.
22. Tobacco. Tobacco use is prohibited in the North Branch Library including the NBL Meeting Rooms and in the immediate vicinity of the entrances and open windows to the Center. Smoking areas may be provided outside the building, as designated by the Town or County.
23. Alcohol. Consumption of alcoholic beverages in or around the NBL Meeting Rooms is **prohibited** unless specifically authorized by the County. Alcoholic beverages may be served in limited quantities with the prior approval of the County Manager or his/her designee, and in accordance with all applicable state laws and requirements of the County. Approval to serve alcoholic beverages must be requested from the County Manager's Office at the time the room is reserved. Insurance is required in the event that alcohol is served, as set forth in Section XIII. Users serving alcohol may be required to provide additional security at the user's expense. All requests for permission to serve alcoholic beverages must state the purpose for the request and the manner in which such service is to be monitored for compliance with all applicable laws. Approval to serve alcoholic beverages must be requested at the time the room is reserved and preferably not less than 3 months prior to the event. Users serving alcohol may be required to provide additional security at the user's expense. Approval requires 1) Proof of indemnification and 2) Proof of insurance as set forth in Section XIV 3) Completion and submission of Request for Approval of Alcohol Use form.
24. Food and Beverages. Food and non-alcoholic beverages may be served in the facilities provided that the user is responsible for all cleanup of the room. When additional costs are incurred by the County for custodial services, they will be charged to the user.
25. Bicycles. No bicycles are allowed in the NBL Meeting Rooms or any facility reserved for use. Bicycle racks are available at the entrance of the building.
26. Skis, Ski Boots, Snowboards, and In-line Skates. Skis and snowboards are prohibited in the NBL Meeting Rooms. Ski boots, skateboards and in-line skates may not be used or worn inside the facilities and must be removed before entering.
27. Animals. All animals are prohibited from being brought into the North Branch Library facilities. This exclusion does not apply to patrol dogs accompanying security or police officers, or guide and service animals accompanying blind, visually impaired, deaf, partially deaf, and otherwise physically disabled persons, or those being trained for such service. Other requests to bring animals into the library or meeting rooms, must be approved in advance by the library branch manager.