



CAMPBELL COUNTY PUBLIC LIBRARY MEETING ROOM POLICY

2101 S. 4-J Road • Gillette, Wyoming 82718
Phone: (307) 687-0009 • Fax: (307) 686-4009

Hours:

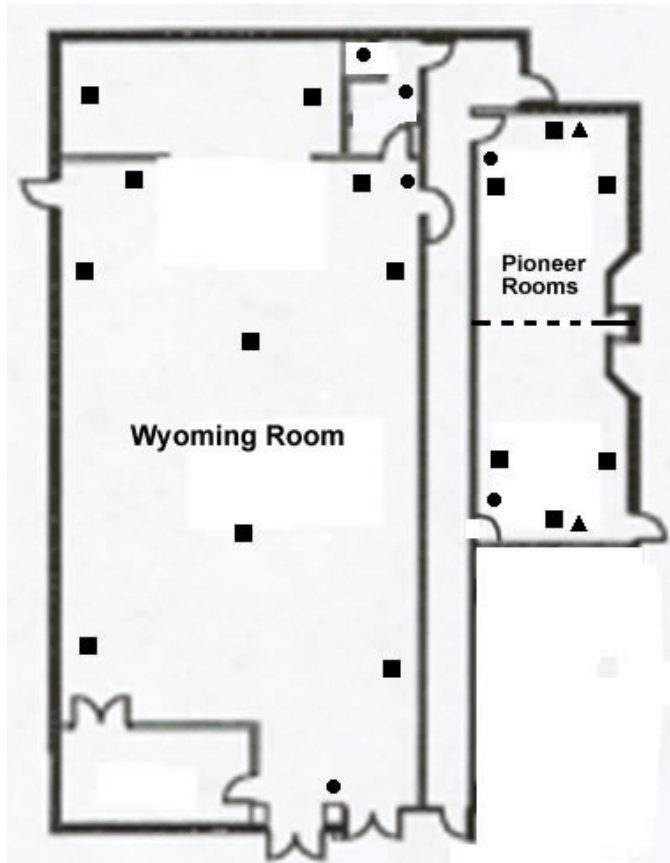
Monday-Thursday 9 a.m. to 9 p.m.
Friday-Saturday 9 a.m. to 5 p.m.
Most Sundays 1 p.m. to 5 p.m. (Sept. - May)

Meeting Room Use Policy For Non-Library Activities

The Campbell County Public Library System provides meeting rooms for library-sponsored or cosponsored programs and conferences which meet the library's civic, informational, educational, cultural and recreational service goals.

When not in use for library activities, the auditorium and two conference rooms are made available to local community organizations and committees under guidelines approved by the Library Board.

The Library Board neither approves nor disapproves of content, topics, subject matter or points-of-view of individuals or groups using the meeting rooms.



- Light Switch
- Electrical Outlet
- ▲ Dry Erase Board

The Wyoming Room

This room has a seating capacity of about 200 people theater style or 75 using tables.

The room is equipped with a stage, an 8' x 10' screen, auditorium video viewing capabilities in VHS and DVD format, and a sound system.

Pioneer Rooms I and II

Each of the Pioneer Rooms has a seating capacity of about 15 around tables. The rooms may be divided with a folding partition, or if more space is necessary and both rooms are needed, the partition may be opened allowing additional space.

The rooms may be reserved as one room or two because of the partition.

Policies

1. Meeting rooms will be available for use only during the hours the library is open. Meetings must end prior to the library's closing time.
2. Rooms are available to groups whose headquarters are in or who provide services to residents of Campbell County.
3. Rooms are available to non-profit organizations for educational, cultural and other meetings of interest to the general public.
4. For-profit organizations may use the rooms for staff training, interviewing and staff activities, and for public information, but not for sales or solicitation.
5. There is no fee for library meeting room use.
6. Organizations may recoup a cost recovery fee for the program. At no time will the library staff be involved in the collection of such fees.
7. Approval is granted only for a single meeting or for a brief series of meetings. Rooms are not intended for a group's regular meeting place.
8. Meeting rooms are designed for changing events open to diverse groups and cannot be reserved exclusively for long-term exhibition or display purposes.
9. Simple refreshments such as coffee and cookies may be served. Users must provide their own utensils and supplies. Trash receptacles are available. The group will be charged for excessive cleanup or damage. No alcoholic beverages are allowed.
10. Neither the Library Board of Trustees nor Campbell County is responsible for accidents, injury or loss while using the meeting rooms.
11. Specific rules governing the meeting rooms are established by the Library Board and supervised by the Library Director.

Meeting Room Rules For Non-Library Activities

1. Room reservations are taken and canceled in the administration office (687-0009) from 8 a.m. to 5 p.m. Monday through Friday.
2. An officer of the group is required to fill out the meeting room agreement form. Minors may use the rooms with the supervision of an adult who is responsible for the behavior of the minors and treatment of library property.
3. Rooms must be used in accordance with board-approved policy. Any use other than that specified on the agreement will result in the immediate cancellation of all present and future reservations for the organization.
4. Meeting rooms should be reserved two weeks in advance, but not more than six months in advance. No more than a single meeting or a brief series of meetings may be on the schedule at any one time even though a group may hold meetings at the library frequently.
5. Audiovisual equipment must be reserved separately through the Circulation Department. You are responsible for picking up the equipment, setting it up and returning it at the designated time.
6. One-half hour is allowed for setup of audio-visual equipment, chairs, tables, coffee pot, etc. Setup for meetings may start no earlier than 8:30 a.m. Meetings may begin no earlier than 9 a.m. Monday through Saturday or 1:30 p.m. on Sunday. All meetings must end 15 minutes prior to the library's closing time.
7. Pick up room keys at the circulation desk, unlock the doors to the meeting room assigned to you and then return the keys.
8. The meeting room chairs and tables have been set in standard arrangements. You are responsible to set the room to suit your specific needs and return the furniture to the standard arrangement at the close of your meeting.
9. Dry markers and erasers for the dry-erase boards may be obtained from the Circulation Desk. All other supplies for your meeting are the responsibility of your group (i.e., paper, pencils, tape, scissors, etc.).
10. Light refreshments may be served, but are the responsibility of the party using the room. Meeting rooms cannot accommodate luncheons, dinners or similar functions. You must bring your own supplies (i.e., coffee, cups, napkins). A 55-cup coffeepot is reserved on a first-come, first-served basis. Vending machines are available in the hall between the meeting rooms.
11. The library is a smoke free building.
12. Groups are encouraged to check the rooms prior to the date of the meeting to make sure they conform to the use desired.
13. Pick up any clutter before leaving. Damage resulting from room use will result in immediate cancellation of all present and future reservations for the organization.
14. The library does not provide babysitting services. Those attending meetings are responsible for supervising their children. Organizations whose members' children are habitually unsupervised will lose their meeting room privileges.
15. Library staff does not take telephone messages for people attending meetings. Attendees should use break time to make phone calls or make other arrangements for contacts.
16. Use of the piano in the Wyoming Room must be reserved through the administration office.
17. You may request that the piano be moved by library personnel before your scheduled program. Do not move it on your own.
18. Library sponsored or co-sponsored programs have priority over all others, but advance reservations will not be canceled less than five weeks before the scheduled date.
19. Lit candles are not allowed.