

THE DENVER PUBLIC LIBRARY MEETING SPACE POLICY

As an expression of its mission to connect people with information, ideas and experiences to provide enjoyment, enrich lives and strengthen our community, the Denver Public Library provides meeting spaces in the Central Library and branch libraries. While spaces are designed primarily for Denver Public Library programs and use, meeting spaces may be reserved by customers for programs and meetings. These spaces may be used by members of the community for the presentation and exchange of information and opinions of all kinds. The Library makes these spaces 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.

The Library may not be identified as a co-sponsor of a meeting without prior approval. The Library is not responsible for personal items or equipment.

Approved by the Library Commission, May 15, 2014.

Terms of Use

The Denver Public Library welcomes groups and organizations to reserve meeting space at Library facilities and requires customers to comply with Library meeting space policy and guidelines. The Library has the right to preempt any meeting for Library use. In such cases, the Library will make every reasonable effort to assist the group in reserving another date or Library facility. In the event of a cancellation, Library staff will notify the responsible party with as much notice as possible.

The Library reserves the right to review each prospective use and determine whether that use falls within the Denver Public Library Meeting Space Policy and Terms of Use. Use of the premises may be terminated at any time if the conduct of the group or any member of the group is disruptive or harmful to the facility, Library materials, exhibits, furnishings or other individuals. Private parties are not allowed in branch meeting spaces. Organizers may charge for admission to the programs they present in meeting spaces they rent. Sales of related books, music and or products are permitted and all such sales are the sole responsibility of the booking organization. All Library facilities are non-smoking. Meeting spaces of the Denver Public Library are accessible to people with disabilities in accordance with the Americans with Disabilities Act. Library staff or representatives may enter premises at any time and on any occasion. With the exception of service dogs as defined under the Americans with Disabilities Act, animals may not be brought onto Library premises.

How to Reserve a Meeting Space at a Branch of the Denver Public Library

- Ask staff at the branch where you wish to hold your meeting to check availability for the space and date you wish to reserve.
- Submit the completed **Meeting Space Reservation Request/Commitment** form and total rental fees to the branch where the meeting is being held, paid by check, cash or credit card. If paying by check, make payable to "Manager of Finance" with "meeting space fee" in the memo.
- A new **Meeting Space Reservation Request/Commitment Form** must be submitted annually. **Please note that a meeting space reservation is not finalized until above steps are completed.**

Fees to Reserve a Space

- The fee to reserve a space at a branch is \$10 per hour for all groups and organizations. Fees are nonrefundable and nontransferable unless the Library initiates a cancellation. The following exceptions apply: City and County of Denver agency meetings and Registered Neighborhood Organization meetings. (list at www.denvergov.org/RNO)
- Private parties are allowed only at the Central Library event spaces, Blair-Caldwell African American Research Library and after hours at Sam Gary Branch Library. Please contact the specific locations

for pricing.

Advance Reservation Dates

Meeting space may be reserved on a quarterly basis on or after:

- December 1 (for January through March)
- March 1 (for April through June)
- June 1 (for July through September)
- September 1 (for October through December)

All reservation fees are due at time of booking.

Additional Details and Guidelines

- Responsible party is in charge of setup, supplies, take-down and cleanup. Tables and chairs are provided. AV equipment is available at some locations however technical support is not provided. Office supplies are not available.
- Free Wi-fi is available at all DPL locations.
- Reservations must be one day in advance.
- Space at branch locations is available only during normal hours of operation. Exceptions include the Central Library, Blair-Caldwell African American Research Library and Sam Gary Branch Library. For information about Central, contact the Event Coordinator at 720.865.2078. For information about Blair-Caldwell and Sam Gary, call the main number for the branch.
- Alcoholic beverages are only allowed at Blair-Caldwell African American Research Library and Central Library event spaces.
- When booking a space, please allow time for setup and take-down. Reservation time should include room setup, take-down and cleanup. Responsible party or attendees will not have access to the meeting space until the reserved time. Meeting spaces must be vacated and left clean 15 minutes prior to closing time.
- Signage is not allowed outside of the meeting space. Signage inside the meeting space may not be affixed to any surface.
- Meeting attendees must enter through the main entrance to the branch.
- Rental of the entire branch cannot be accommodated.
- Check with staff at branch for information about parking.

INSTRUCTIONS

- Review the policy & guidelines.
- Complete and sign this form on both sides.
- Deliver this form and applicable fees to the branch library you select for your meeting.

Branch library staff will confirm your reservation based on space availability.

THE DENVER PUBLIC LIBRARY Meeting Space Reservation Request/Commitment Form

Organization/Group_____

Date Requested_____ Start_____ End_____ Space_____

Date Requested_____ Start_____ End_____ Space_____

Date Requested_____ Start_____ End_____ Space_____

Date Requested_____ Start_____ End_____ Space_____

Contact Person_____ **Title**_____

Address_____ City_____

State_____ Zip Code: _____

Email_____

Phone _____

Description of Use or Activity

Expected Attendance_____

Method of Payment

Cash_____ Check#_____ Credit Card_____

Staff Use

Staff Name_____

Date Received_____ Fees Paid: \$_____

COMMITMENTS

By the execution below, the undersigned personally and on behalf of any group/organization/individual (the "Group") listed above, expressly agrees to strictly comply with the following terms and conditions governing use of the requested meeting room and Library Premises and further understands and acknowledges that he/she and/or the Group shall be liable to City and County of Denver (the "City") and the Denver Public Library Commission (the "Commission") for any failure to comply with these terms and conditions:

1. The Group shall use and occupy the room only in a manner consistent with the use or activity described above.
2. The Group shall use and occupy the room in a safe, careful and respectful manner, so as not to injure any persons or damage any property in, on or near the room or surrounding Library premises.
3. The Group shall not do any act or suffer any act to be done during use or occupancy which will in any way mar, deface, alter, injure or damage any part of the room or Library premises.
4. The Group shall use and occupy the room only in a manner which complies with all applicable Municipal, State and Federal laws, ordinances, executive orders and rules and regulations.
5. The City and the Commission shall not be responsible for any Group property while on Library premises and the Group hereby releases and discharges the City and the Commission from any and all liability or damages associated with the occupancy or use of the Library premises.
6. Immediately upon demand, the Group shall pay the cost of any and all damage to the Library premises, or loss or theft of property done or caused by the Group or any of its officers, agents, employees, guests or invitees.
7. The City and its employees are exclusively authorized to manage and control all Library premises and, as such, shall establish and enforce any further rules as may be attached hereto or provided to the Group prior to occupancy or use of any meeting room.
8. The City reserves the right to enter any reserved meeting room at any time and for any purpose and further reserves the right, although do 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 and the Commission from any liability or damages associated with the exercise of City authority.
9. The Group shall defend, release, and indemnify the City and the Commission from all damages, costs, expenses and losses arising out of any liability or claim of liability for any injury to any persons or property sustained or claimed to have been sustained by reason of the use or occupation of the meeting room by the Group or by any act or omission of the Group or any of its officers, agents, employees, guests or invitees during or associated with such use of occupancy; provided however, that the Group need not indemnify the City or the Commission from damages proximately caused by the sole negligence of the City and the Commission.

I, the undersigned, further understand and acknowledge that the City is relying on the representations and commitments contained herein in accepting this reservation and in the event the undersigned is without the necessary authority to bind the Group to the terms and conditions set forth herein he/she shall be personally liable to the City and the Commission for all obligations and duties of the Group specified herein.

Responsible party's signature _____

Title _____ Date _____

Phone number (if different from above) _____

Authorized person(s) attending the event who will be available for decisions and inquiries. (Please list name if different from those listed on the contract above).
