### Meeting/Study Rooms Policy

The primary purpose of the CCL meeting rooms is to provide space for library functions and to further its role as a community center. The library offers free and equitable use of its meeting rooms during regular hours to non-profit community organizations engaged in educational, cultural, charitable, civic, and recreational activities. Guidelines are as follows:

1. Reservations may be made online at any time or in person, by email, or by phone during regular library hours. The name of the organization, a contact person, an address, a phone number, the room requested, and the dates and times of the reservation are required information. (See Appendix C: Meeting/Study Room Agreement.)
2. The group/individual reserving a room is responsible for the room set-up and returning the room to the same condition in which it was found. Sufficient time should be allocated for set-up and clean-up when scheduling. Any damages incurred will be charged to the group or individual responsible for the reservation.
3. Rooms are available during regularly scheduled library hours only. Meetings must end at a time that allows all attendees to exit the building prior to closing time.
4. Rooms may be reserved for up to two hours per day. The possibility of an additional two-hour extension exists if no other patrons are waiting to use the study rooms.
5. Rooms shall be vacated on schedule. Cancellations should be provided 24 in advance. Failure to arrive within 15 minutes of a reservation may result in forfeiture of the room. Continued late vacations, cancellations, and no-shows may result in the loss of privileges.
6. Use of a room does not imply library endorsement. Organizations should not imply library sponsorship during promotion of the meeting/event.
7. Meetings and programs which, in the judgment of the library director, would interfere with the functions of the library or the patrons using the library will not be permitted.
8. Meetings and programs which prove disruptive to library operations shall immediately conclude upon notification to do so by library staff.
9. The library reserves the right to limit the frequency of use of rooms by any one group or individual in order to accommodate requests by a variety of users.
10. All library rules of conduct must be followed.
11. Food and drink are allowed in meeting and study rooms.
12. Adults are responsible for the supervision of their children while using a room.
13. Free use of rooms is ***not*** available for purposes of fund raising, promotion of fee-based products or services, sale of items, or programs charging admission. *An exception is made for fundraisers to benefit the CCL, the CCL Foundation, or other library-related groups.*
14. Private interest and for-profit groups may use the rooms at a cost of $10 per hour for Meeting Room A or B and $25 per hour for the Programming Room. Payment is expected within 5 days of booking the room, or the request will be cancelled. At least a 24-hour notice of cancellation must be given for a full refund.

The library has two small meeting rooms. Meeting Room A is approximately 150 square feet and Meeting Room B is approximately 170 square feet. Meeting Rooms are equipped with tables, chairs, a wall-mounted screen, and an HDMI cord. Larger groups can be accommodated by reserving both rooms and opening the accordion doors between the two rooms.

The library has three study rooms. Study Rooms 1 & 2 are 58 square feet each, and Study Room 3 is 85 square feet. The primary purpose of Study Room 3 is to serve as the library’s test proctoring room. The room may be scheduled for use by others when not needed for proctoring, but test proctoring will take priority even if a prior reservation was requested. Study rooms may be reserved for up to two hours per day by any individual or group of four or less. The possibility of an additional two-hour extension exists if no other patrons are waiting to use the study rooms. The same criteria apply to study rooms as to meeting rooms.

The library has a programming room adjacent to the main office which is not considered a public meeting area. This room may, on occasion, be used by groups at the discretion of library staff. The programming room is approximately 398 square feet and is equipped with tables, chairs, a wall-mounted screen, an HDMI cord, counter space, and a coffee pot.

Custer County, the Custer County Library, its trustees, agents, and employees assume no liability for any and all harm, loss, or damage of any property of any group, individual, or organization using library facilities, nor any loss occasioned by the subsequent denial of any previously scheduled use of the room. Users further agree to hold Custer County, the Custer County Library, its trustees, agents, and employees harmless from and any and all harm, loss, or damage to the users arising out of use or occupancy of the room.