

Meeting Rooms

The Library's meeting rooms serve two purposes:

1. To provide space for library-sponsored activities of interest to the public.
2. As a community meeting place subject to availability and in accordance with this Policy. Toward this end, the Library rooms are intended to be used without cost.

The Library has 5 distinct areas which are available for use by the public as meeting rooms. Rooms must be reserved in advance.

The **Event Room** can hold up to 202 people and has an adjacent kitchen facility. This room has a small 200 sqft stage, audio/visual equipment, tables and chairs available for use.

The **Edith Coffman Room** and **Rebecca Eaton Room** can each accommodate a small group (up to 12) and includes meeting tables and chairs, as well as smart tvs. These rooms are located on the second floor and have access to a stair lift as well as the restrooms on the main floor. Entry and exit from these rooms after normal library hours will be via the doors on the north side of the building.

Each of the two **Study Rooms** has a table and seating for no more than four people. Access is from the main collection area and these rooms are intended for quiet study and meetings.

Library events take precedence over any other event. In rare cases, it may be necessary to reschedule or cancel a reservation due to Library purposes. Rooms are available for public and private events during normal hours of operation.

- **Donations.** A meeting organizer may charge a fee or sell products at their event. However, the Library requests that an amount of the organizer's choosing (15% of the receipts is recommended) be donated to the Friends of the Eaton Public Library, which is used to support Library programs and services.
- **Insurance.** If the patron is reserving the meeting room for a program that has some physical risk (e.g. yoga), the patron should secure their own insurance. That insurance needs to identify the Eaton Public Library as an additional insured. The patron needs to provide that and a Waiver of Subrogation to the Library.
- **Account fines and fees.** A patron is not restricted from reserving and using meeting rooms if they have excessive fines and fees on their account, or based on their type of card.

Users may not enter the room to prepare for their booking prior to the time they have reserved if the room is already occupied. All users must vacate the room by the prearranged time specified in the reservation. Failure to do so may be grounds to deny further use of the library meeting rooms for the group or individual responsible for the booking.

Rooms are free of charge as long as there is no additional cost to the library. A cleaning or damage fee will be charged to the responsible applicant if the room and its equipment are not returned to the condition in which they were found. The using group is solely responsible for setup and tear down. The Library does not provide facility services.

Reservations will be taken on a first come first serve basis and can be made up to 3 months in advance. A group may extend their reservation up to 6 months upon approval by the Library Director if the demand for the same time slot is minimal.

Permission to use the rooms does not constitute an endorsement by the library of any groups' policies or beliefs. All publicity for an event held at the library must be approved by the Library Director before it is circulated and must include the following statement: "The Eaton Public Library does not endorse or advocate the views of any group using our Meeting Room(s)." Failure to obtain approval may result in cancellation of the reservation.

Use of Alcoholic beverages is prohibited unless expressly pre-approved by the Library Director or designee and subject to agreement between the Library and applicant. The Library is a NON-SMOKING building. Groups may supply and serve light refreshments. All consumable products are the responsibility of the group and will not be furnished by the library.

The library does not assume responsibility for lost or stolen articles, damage to property or injury to persons or groups using the rooms.

The meeting rooms may not be used for activities which might disturb regular library functions. The library reserves the right to stop meetings that are disruptive to normal library operations.

The applicant is responsible for managing orderly behavior of all attendees. Adult supervision is required for any group of minors. Applicant and program participants are expected to conform to the Library's Patron Conduct Policy, copies of which are available upon request. Soliciting or peddling to participants is allowed in the meeting rooms, but not outside the meeting rooms.

The responsible party must fill out an application to use a meeting room which can be obtained at the library circulation desk from staff. The user must have a valid High Plains Library District library card. Prior permission is required on a case by case basis for use of the meeting room beyond normal library hours. Infringement of any meeting room regulations shall be grounds for denial of any future use of the library meeting space.

The Library reserves the right to cancel or refuse use of meeting rooms at any time. Capacity of each room is established by the Fire Code and must be respected at all events. Failure to abide by the Fire Code shall result in cancellation of the event.

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