

Durango Public Library Meeting Rooms - Quick FAQ

Is there a fee to use the meeting rooms? Yes, see hourly rates below:

Type of Organization	Room 1 or 2	Room 1 & 2 combined	North Patio (Outside no A/V)	Room 3
<i>Max Occupancy</i>	<i>108</i>	<i>216</i>	<i>180</i>	<i>50</i>
Non-Profit*:	\$35	\$70	\$35	\$25
For- Profit:	\$40	\$80	\$40	\$35

*non-profits need to provide a copy of their paperwork verifying their legal non-profit status example: 501(c)3

How far in advance can a room be reserved? Up to 4 months in advance of the date of the event. We request that reservations be made at least 2 weeks in advance. No walk-in use is allowed. Payment is due within 10 days of date of invoice.

If I cancel my reservation, can I get a refund? Cancellations made less than 10 days from date of event/meeting are not eligible for a refund. In the event of an emergency the library may cancel reservations without advance notice, in this case you will receive a refund or credit for future booking.

Can I sell items or charge fees during my event? Any sales or solicitation activities require a [City of Durango Business/Sales Tax Permit](#).

Are food and drink allowed in the rooms? Yes, food and beverages are allowed in the rooms. You are welcome to use a licensed catering service. The library can provide a list of catering firms that are familiar with our rooms and catering kitchen area. The catering kitchen is attached to Room #2.

Is alcohol allowed in the rooms?

If alcohol is to be served at an event that is open to the public, a [Liquor license](#) must be obtained before the event can be held and proof of the liquor license must be presented to the library prior to the event. Contact the City Clerk's Office at 970-375-5010 for more information.

If a **private event**, a **liability insurance certificate** must be obtained, and a copy given to the library before the event is held. Contact the City Safety Officer at 970-375-5055 for more information.

Is there an additional cost for audio/visual equipment? No, all rooms come equipped with projector, Windows laptop, and sound system capability. Presenters should plan to bring their own VGA adaptor if using a MAC or iPad.

What type of presentation software does the library use? All library provided Windows10 laptops have Microsoft Office 2019 installed. Presenters using newer versions of Office should plan to save their presentation in a compatible version to ensure it will work properly on library equipment.

How do I know my presentation will work properly? **The library cannot guarantee that all presentations will work on library equipment.** The best option to avoid technical issues is to have the presenter test and get familiar with our equipment and setup prior to arrival. This can be done at no additional charge but must be scheduled in advance.

Will the library advertise my event on their web calendar? No, the calendar is reserved for Library events only.