

## 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 <i>combined</i>	Room 3	Storytime Room**
<i>Max Occupancy</i>	108	216	15	50
<b>Non-Profit*:</b>	\$25	\$50	\$20	\$20
<b>For-Profit:</b>	\$35	\$70	\$30	\$30

\*non-profits need to provide a copy of their paperwork verifying their legal non-profit status

\*\* room contains child sized furniture, limited availability

**How far in advance can a room be reserved?** Up to **4 months** in advance of the date of the event. Payment is due within 10 business days of invoice date.

**If I cancel my reservation can I get a refund?** A minimum of 10 days' notice is required in order to provide a refund. Entities that cancel multiple times before payment is made will be required to pay immediately upon 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 non-alcoholic beverages are allowed in the rooms. You are also 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.

**Is alcohol allowed in the rooms?** If alcohol is to be served at an event that is **open to the public**, a **City liquor license must be obtained before** the event can be held and proof of the liquor license must be presented to the library at least 10 days prior to the event. Contact the City Clerk's Office at 375-5010 for more information.

If it is a **private event**, a **liability insurance certificate** must be obtained and a copy given to the library before the event is held. Contact Jerry Harms, City Safety Officer at 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 their own MAC or iPad. Missing equipment will be charged for at full replacement cost.

**What type of Presentation Software does the library use?** All library provided laptops are Windows and have Microsoft Office 2016 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. There are just too many variables to consider. The best option to avoid an embarrassing technical issue during your event is to have the presenter make arrangements a few days ahead of time to test their presentation and get familiar with our equipment and room setup, this can be done at no additional charge but must be scheduled in advance.

**Will the library advertise my event on their web calendar?** If the library is co-sponsoring an event or meeting it will be advertised by the library on our website, event calendar and social media sites.