

Durango Public Library Meeting Space Guidelines

The Durango Public Library offers meeting space that can be reserved by the public.

For more information regarding Room Rentals at the Library or to reserve a room please contact:

- Steve Scales, Facilities Supervisor, at 970-375-3388, steve.scales@durangogov.org; or
- Dylan Malewska, Facilities Staff, at 970-375-3383 dylan.malewska@durangogov.org; or
- Deb Denious, Information Systems, at 970-375-3382, deb.denious@durangogov.org;

MEETING ROOM AVAILABILITY

Program Rooms 1 and 2 are available:

- Monday - Friday: 7:30 AM to 9:00 PM
- Saturday: 7:30 AM to 6:00 PM

Program Room 3 and the Storytime Room are available:

- Monday - Wednesday: 9:00 AM-7:30 PM
- Thursday: 10:00 AM-5:00 PM
- Friday: 9:00 AM-5:00 PM
- Saturday: 9:00 AM-5:00 PM (Storytime Room not available on Saturdays)

The rooms are not available on City holidays or days when the Library is closed.

In order to maintain the spaces and to accommodate the greatest number of groups throughout the community, the Library charges a per hour usage fee and has reservation guidelines to permit equitable access to all.

Rooms may be reserved up to four (4) months in advance.

Rental Fees:

Available Rooms	Maximum Occupancy	2019 Non-Profit* (per hour)	2019 Profit (per hour)
Program Room 1	108	25.00	35.00
Program Room 2	108	25.00	35.00
Rooms 1&2 Combined	216	50.00	70.00
Program Room 3	15	20.00	30.00
Storytime Room	50	20.00	30.00

***501 (c) 3** non-profits receive \$60.00 worth of space rentals per calendar year. The non-profit must submit paperwork showing their status to qualify for the credit.

Durango Public Library Meeting Space Guidelines

Program Rooms 1 and 2 share a catering kitchen that can only be reserved by one user at a time in conjunction with one of the Program Rooms. The kitchen is attached to Room 2. Access to the kitchen must be requested at the time you make your room reservation.

There is no charge for use by the City of Durango, La Plata County Offices or other libraries. State of Colorado and Federal Government entities will be charged the non-profit rate.

School groups may use meeting space on one occasion at no cost, then regular fees apply.

The Library has the right to limit use based on demand for space.

Payment in full is due 10 business days after the invoice date or on the day of the reservation whichever is first. Payment may be made to the Durango Public Library by cash, check or credit card only. Purchase orders are not accepted.

A minimum of 10 days cancellation notice must be given in order to receive a refund.

ALCOHOL

If alcohol is to be served at an event that is open to the public, a City of Durango liquor license for that event must be obtained before the event can be held and proof of the liquor license must be presented to the Library 10 days prior to the event. Contact the Durango City Clerk's Office at 970-375-5010 for more information.

If alcohol is to be served at 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 of Durango Safety Officer at 970-375-5055 for more information.

RAFFLES/BINGO

All groups who plan raffles, bingo, etc., must show proof of State of Colorado license at the time of application to engage in these activities in the Library meeting space.

FUNDRAISING AND SALES

All groups who plan to conduct sales or fundraising must obtain and show proof of a City of Durango business license at least 7 days prior to the event. To obtain a business license, contact the Durango City Clerk's Office at 970-375-5010.

FILMS

In order to show a film to the public, you must ensure that either the film comes with Public Performance Rights (PPR) when it is purchased or that you obtain the PPRs in order to show the film at the Durango Public Library. The showing of a movie is considered to be a "public performance" if either of the following is true:

- You will be showing the movie to people other than members of your family or a small group of your friends.
- You will be showing the movie in a place that is open to people other than members of your family or a small group of your friends, whether or not any such people attend.

DVDs and Blu-rays released by major studios are generally intended to be used only by an individual or family inside the home. The Motion Picture Association of America states:

- "The Federal Copyright Act (Title 17 of the US Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a copy of a copyrighted work carries with it the right to publicly exhibit the work. No additional license is required to privately view a movie or other copyrighted work with a few friends and family or in certain narrowly defined face-to-face teaching activities. However, bars, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, daycare facilities, parks and recreation departments, churches, and non-classroom use at schools and universities are all examples of situations where a public performance license must be obtained. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or nonprofit, or whether a federal or state agency is involved.

If you want to show a copyrighted film in a public setting, you will need to contact one of these licensing service companies to obtain permission:

Criterion Pictures USA, Inc.
<http://www.criterionpicusa.com/>
800-890-9494

Motion Picture Licensing Corporation (MPLC)
<https://www.mplc.org/>
800-462-8855

Kino International Corp.
<https://www.kinolorber.com/>
800-562-3330

Swank Motion Pictures, Inc.
<https://www.swank.com/>
800-876-5577

Milestone Film & Video
<https://www.milestonefilms.com/>
800-603-1104

GUIDELINES

Library services and sponsored functions have priority for the use of these facilities. The City of Durango and La Plata County meetings have priority over public reservation requests of these spaces.

Reservations may be made up to 4 months in advance.

Reservations should be made a minimum of 2 weeks in advance.

Use of the meeting spaces is available by reservation only. Library staff needs time to set up the room and make sure that staff is available in the building during the program in case a problem should arise. Walk in reservations are not allowed.

In an effort to provide access to meeting space for as many citizens as possible, the Library reserves the right to restrict usage of the space to 5 times per year to a person or group if demand warrants.

Use of Library meeting space by entities or individuals does not imply Library endorsement or sponsorship of the event or organization. Any fliers, press releases, or other publicity should not lead the public to so believe.

The Library may provide staff to assist with initial room setup and an orientation to equipment provided by the Library. The Library cannot provide a staff person to be in the meeting space for the entire meeting, program or event.

All rooms come fully equipped with laptop, projector, presentation devices, speakers and microphones. The Library cannot guarantee compatibility should a presenter choose to use their own devices in place of those provided by the Library. It is recommended that presenters use the rooms with the equipment provided by the Library. It is also recommended that presenters schedule a visit to test their presentations before the event date.

PLEASE encourage meeting attendees to park in the northernmost area of the parking lot.
(toward 20th street)

Persons booking the meeting spaces should remind their attendees that the rooms are located in the Library. Noise levels should be kept respectful to Library users during breaks and while exiting the building.

Durango Public Library Meeting Space Guidelines

Meeting spaces must be left clean and in original condition. Users will pay the cost for replacement or repair of any damages to the facility or its contents. The Library will charge for cleaning if the room is left dirty or stains are left on the carpet, etc.

All events that occur in Library meeting space must begin and end promptly at the times reserved.

The Library Director or designee can deny a rental application if they believe the group has abused the use of the facilities, the event conflicts with the mission of the City of Durango and the Durango Public Library, or would be disruptive to the use of the Library by others.

In the event of an emergency, room rentals and reservations will be cancelled immediately without prior notice. Room rental fees will be refunded upon request.

Conditions of room rental:

1. The provisions of Section 30 Subsection 13-138 (5) of Chapter 13 of the Code of Ordinances of the City of Durango shall apply.
2. All served food must be prepared off site. The Program Room kitchens may only be used for warming/chilling food.
3. No stages or platforms are permitted unless approved in compliance with City Building and Fire Codes.
4. City Ordinance sections 16-4 prohibits loud noises. A noise ordinance variance must be obtained from the Police Department for use of amplifiers.
5. The Durango Public Library, and its surrounding grounds, is a non-smoking facility.
6. Payment in full is to be presented to the Library no later than 10 business days from date of invoice.

Replacement Cost for Damaged or Lost Equipment:

Projector \$ 850.00
Projector Remote Control \$35.00
Laptop \$800.00
Mouse \$10.00
Remote USB PowerPoint Presentation Device \$30.00
Apple/MAC/iPad projector adaptor \$40.00
Wireless Projector USB Kit (Program Room 3 only) \$250.00

Replacement costs are estimates based on cost of the item when purchased new. You will be charged for the actual cost to replace items that are damaged or not accounted for at the conclusion of your room rental.