

## 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](mailto:steve.scales@durangogov.org)

If Steve is not available, please contact:

Dylan Malewska, Facilities Staff, at 970-375-3383 [dylan.malewska@durangogov.org](mailto:dylan.malewska@durangogov.org)

Deb Denious, Information Systems, at 970-375-3382 [deb.denious@durangogov.org](mailto:deb.denious@durangogov.org)

### MEETING ROOM AVAILABILITY

Program Rooms 1 and 2 are available:

- Monday - Friday: 8:00 AM – 6:00 PM
- Saturday: 9:00 AM – 5:00 PM

Program Room 3 is available:

- Monday – Thursday: 9:30 AM -5:30 PM
- Friday & Saturday: 9:30 AM- 4:30 PM

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	2021 Non-Profit* (per hour)	2021 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

## Durango Public Library Meeting Space Guidelines

**\*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.

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, 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.

To allow flexibility during the COVID-19 pandemic, please make your payment a maximum of 3 business days prior to your reservation. Payment should be made to the Durango Public Library by cash, check, or credit card only. Purchase orders are not accepted.

If payment has been made and the reservation needs to be cancelled, a refund will be issued.

In the event of an emergency, the Library may cancel reservations without prior notice. Room rental fees will either be refunded upon request or credited toward a future reservation.

### 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, and a minimum of 2 weeks in advance.

Use of the meeting spaces is available by reservation only; walk in reservations are not allowed.

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 believe the event is endorsed or sponsored by the Library.

## Durango Public Library Meeting Space Guidelines

The Library will 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 20<sup>th</sup> street)

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

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.

### 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~~ 3 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.