



## Durango Public Library Community Room Rental Guidelines

(Revised: 8/1/2022)

As part of the Durango Public Library’s mission to be a place where the community can gather for informational, educational, cultural, and recreational needs, we offer meeting space that can be rented by various groups, businesses and individuals. For a broad range of activities including meetings, workshops, parties, celebrations, receptions and more.

Reservations can be made by calling:

Steve Scales, Facilities Supervisor, at 970-375-3388

Library Facilities/Maintenance Staff (James or Adam) at 970-375-3383

### MEETING ROOM AVAILABILITY

*Program Rooms 1 and 2 and the North Patio* are available:

Monday - Friday: 8:00 AM to 8:00 PM

Saturday: 9:00 AM to 5:00 PM

*Program Room 3* is available:

Monday-Thursday: 9:30 AM – 5:30 PM

Friday & Saturday: 9:30 AM – 4:30 PM

Room rentals are not allowed on City holidays or days when the library is closed.

### RENTAL FEES

Room	Maximum Occupancy	Hourly Fee Non-profit*	Hourly Fee Profit
Program Room 1 <u>or</u> 2	108	35.00	40.00
Rooms 1&2 <u>Combined</u>	216	70.00	80.00
Program Room 3	15	25.00	35.00
North Patio Area	180	35.00	40.00

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

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

In order to maintain the spaces and to accommodate the greatest number of groups in the community, the library *charges* a usage fee and has reservation guidelines to permit equitable access to all.

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

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

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

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

**Payment in full must be received within 10 business days of the date of invoice.**

Payment may be made to the Durango Public Library by cash, check or credit card.

### **CANCELLATION POLICY**

Patrons whose room reservations require cancellation, will be given the option of re-scheduling the reservation or receiving a refund **IF** the reservation is cancelled 10 days or more from its scheduled date. Reservation cancellations less than 10 days prior to the original date will forfeit the reservation fee.

*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.*

### **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 City Clerk's Office at 970-375-5011 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.

### **GUIDELINES**

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

Use of meeting spaces is available by prior reservation only. Walk-in use is not allowed.

Reservations may be made up to 4 months in prior to but no less than 2 weeks in advance of the requested date.

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, etc., should not lead the public to believe the event is endorsed or sponsored by the library.

The library will provide staff to assist with room setup and orientation to library provided equipment. The library cannot provide staff to be in the meeting space for the entire meeting, program or event.

Please encourage meeting attendees to park in the northernmost area of the parking lot. Persons booking meeting spaces should remind their attendees that the spaces are in the library and noise levels should be kept respectful to other library users.

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.

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 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 City Ordinance section 18-34 (Prohibited Acts) shall apply.
2. Any sales or solicitation of payment activity requires a City of Durango Business/Sales Tax Permit which can be acquired from the City Clerk's Office.
3. All served food must be prepared off site. The catering kitchen may only be used for warming/chilling food.
4. No stages or platforms are permitted unless approved in compliance with City Building and Fire Codes.
5. City Ordinance sections 16-4 (Noise Ordinance). A noise ordinance variance must be obtained from the Police Department for use of amplifiers.
6. The Durango Public Library, and its surrounding grounds, is a non-smoking facility.
7. 10 days cancellation notice must be given in order to receive a refund or credit.
8. Payment in full is expected within 10 business days of the date of the invoice.

**DAMAGED OR LOST EQUIPMENT COSTS:**

Projector	\$850	Projector Remote	\$35
Laptop	\$1100	Mouse	\$10
Presentation Remote	\$30	Apple/MAC/ipad adaptors	\$50

Keyboard	\$15	WiFi Projector Kit Room 3 only)	\$250
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Replacement costs are estimates based on the cost of the item when purchased new. You will be charged the actual cost incurred to replace items that are damaged or not accounted for at the conclusion of your room rental.