



Approved 6/20/2013
Capacity Amended 3/17/2016

Meeting Room Policy

Purpose

As part of its mission to provide a place for people to connect with information, inspiration and education, Teton County Library makes meeting rooms available for use by the public. The library makes these rooms available on an equitable basis to all persons and groups, regardless of the beliefs or affiliations of individuals or groups requesting their use. By making the meeting rooms available as a forum, the library does not sponsor or endorse the views of any individual or group using the room.

Guidelines

- The meeting rooms are designed primarily for Teton County Library programs and use. When not in use by the Library, meeting rooms are available for use by groups of at least seven (7) people.
- Rooms are not intended for group's regular weekly meetings. Monthly meetings are permitted. Reservations are allowed no more than 60 days in advance.
- The Library reserves the right to review each prospective use and determine whether it falls within the meeting room policy. Use of the meeting rooms may be terminated at any time if the conduct of the group or any individual within the group is in violation of any Library policy. The Library Director will hear any appeals regarding meeting room use. Further written appeal may be directed to the Teton County Library Board of Directors.
- The Library may cancel confirmed reservations to accommodate library-sponsored activities.
- No fund raising, solicitation, sales, fees for services, distribution of merchandise for sale, or charges of any type are permitted, except that the Library reserves the right to conduct its own fund-raising events and sponsored book signings.
- When issuing press releases, posters or any publicity, groups using the meeting room may not infer that their programs are sponsored, co-sponsored or approved by the Teton County Library.
- Light refreshments such as coffee and donuts or sandwiches may be served. All groups are responsible for providing their own utensils. Full meal service is not permitted. No alcohol is permitted.
- All groups are responsible for leaving the meeting rooms in orderly and clean condition after use, including cleaning up garbage and/or spills and returning all furniture to its proper place.
- Every applicant will designate the individual responsible for supervision of the use of the Meeting Room, and who will be responsible for damages and additional cleaning required afterwards.
- Library staff may enter any of the meeting rooms at any time and on any occasion.
- The Library reserves the right to take photographs of events for its own records and promotional materials.

- Fees for use of the rooms are as follows:

Group	Half Auditorium capacity = 49 - 3 or more tables 65 - 0-2 tables	Full Auditorium capacity = 98 - 3 or more tables 130 - 0-2 tables	Computer Lab capacity = 10	Alta Branch capacity = 28
Town of Jackson, Teton County (WY), Wyoming State Agencies	Free	Free	Free	Free
Non-Profit Organizations	Free	Free	Free	Free
For Profit	\$75/hour	\$150/hour	\$75/hour	Not available

Procedures

- Requests for meeting room use are handled on a first come, first served basis.
- Reservations may be made by calling Library Administration: Sally McCullough at 307-733-2164 x. 116, smccullough@tclib.org or Kevin Chatham 307-733-2164 x.121, kchatham@tclib.org.
- Rooms are available during library open hours. Exceptions may be approved in advance by library management.
- There is a two-hour minimum reservation time.
- Inquire about availability of the Computer Lab for an entire instructional series when you make reservations. During non-peak Computer Lab times, we may be able to accommodate an instructional series that meets more frequently than monthly.
- All fees must be paid to the Teton County Library in advance.
- Advertising: 8 ½ x 11 flyers may be posted in plexi-glass holders on meeting room doors ONLY during the group's event. Prior to events, flyers may be posted on Library bulletin boards. No other signage is permitted on Library property.
- While light refreshments may be served in the Auditorium, no food is allowed in the Computer Lab due to the nature of the equipment. Beverages with lids are permitted in the Computer Lab.
- Use of TCL Audio/Visual equipment must be pre-arranged.
 - Presenters using the AV system must arrange a training with TCL IT staff prior to day of event
 - The person attending the training must attend the event and be in charge of the AV equipment.
 - Presenters must bring identical computers, hardware and/or software that will be used in event
 - Presenters who miss their training appointment with IT will require IT assistance to use the AV during their event and must pay a \$300 Emergency IT Support fee. If IT is unavailable during the event the presenter will not be allowed to use the AV system.
 - All presenters assume liability for any damage done to TCL AV equipment under their use.
- Use of TCL Audio/Visual and computer equipment for the Computer Lab must follow instructions in the TCL Computer Lab manual.
 - Changes to any arrangement of equipment or rewiring is not permitted. Groups will be charged \$300 if IT support staff must arrange the equipment or wiring to its original configuration.
 - Groups may not bring their own equipment to connect to our system.
 - All groups assume liability for any damage done to TCL AV and computer equipment under their use.