



Reading at the Rock Library
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Meeting Spaces Policy Inside of Regular Library Hours

The interim library has one meeting room plus the narthex available for public use. This policy is designed to offer spaces for educational, informational, cultural, and civic functions of the northwest Colorado Springs community. Patrons using library spaces are expected to comply with our Code of Conduct Policy.

The use of meeting spaces by outside agencies does not constitute COS Reads' endorsement of the viewpoints expressed by participants in programs. Advertising or announcements that imply COS Reads endorsement are not permitted.

Activities taking place in the meeting rooms must not be closed to any person due to age, gender identity, race, religion, national origin, disabling condition, or any other legally protected category.

LIABILITY: All organizations or groups shall indemnify, defend, and hold harmless COS Reads, its officers, and agents from and against any and all claims, suits, and actions of any kind resulting from any negligent act, omission, or error of the user which results in personal injuries, or property damage arising from the user's use of the library meeting spaces. The applicant and/or organization will be jointly and separately liable for any breakage, damage, or theft of any library or church property caused by members or guests of the group or organization. Liability includes all applicable court costs and attorney fees. COS Reads, its directors, and library volunteers do not assume responsibility for personal injury, damage, or loss of personal property during the applicant's use of meeting or study rooms.

RESERVATIONS, SCHEDULING, AND RESPONSIBILITIES: Requests for the use of publicly reservable rooms can be made by emailing saverockrimmonlibrary@gmail.com or in person at the library. Use of the library rooms is free of charge. Patrons are responsible for cleaning and removing anything brought into the building. Any damage done to the room, property, and/or equipment may result in a minimum of \$50 charge. Patrons will not be allowed to remain in the facility after it is closed to the public. Any necessary set-up and take-down must be made within the time reserved. Rooms must be vacated by the end of the reservation time. The patron who makes the room reservation shall be the contact person unless specified otherwise. Patrons or organizations will be held responsible for the actions of the participants and their adherence to all guidelines outlined in this policy and all library policies. Reservations



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must be made by patrons 18 years or older. Rooms can be reserved from when the facility opens to 30 minutes before closing.

CANCELLATIONS: Cancellations will only be accepted from the person who reserved the room. The library reserves the right to cancel any meeting or reservation due to unforeseen circumstances, such as building or weather-related emergencies. Cancellations should be made at least three business days before the reservation time. Failure to do so, or not showing up without notification, may result in losing future access to the meeting spaces.

RESTRICTIONS: Meeting rooms may not be reserved for programs or gatherings that present a clear and present danger to the welfare of the participants, volunteers, patrons, or the community. Tables and chairs may not block room access or emergency exits. Nothing may be attached to the walls, ceiling, equipment, or doors of the meeting rooms. Use of any type of flame is prohibited. Smoking and/or vaping or using hazardous materials and/or weapons is not permitted anywhere in the building or on the property.

USE/CARE OF FACILITIES AND EQUIPMENT: The meeting rooms should be left as they were found (we suggest you take pictures with your phone to remember the setup). All groups must provide their own materials for preparation and reasonable clean-up. **The number of patrons cannot exceed the room capacities (___ for the meeting room, ___ for the narthex).** Table coverings must be brought by groups that use crayons, glue, markers, or other art supplies in the room. Glitter is prohibited. All surfaces must be wiped clean, removing any greasy or sticky residue. All carpets and floors must be vacuumed.

REFRESHMENTS: **Light refreshments (coffee, doughnuts, cookies, fruit, etc.) may be served in the meeting spaces.** Alcoholic beverages are not permitted anywhere on Library property. Consumable supplies (cups, napkins, plates, flatware, serving utensils, etc.) are not provided by the Library.