

Denver Public Library

Meeting Room Policy

The purpose of the library's meeting room facilities is to provide space for library programs and events and to fulfill the library's role as a community center where the public can attend informational, educational, and cultural events.

The library has two options for meeting room facilities:

Community Room (for large groups):

City Hall is responsible for reserving and collecting a fee for usage of the community room.

The library staff does not take reservations for parties that are interested in using the community room. All inquiries not related to library programs and events will be directed to the City Clerk.

The library is not responsible for locking and unlocking the Community Room for groups that have reserved the facility through the City.

Library Meeting/Study Room (for groups of 6 or less):

The library meeting/study room is available for public use during regular library hours.

There is no charge to use the meeting/study room

The meeting/study room is available on a first come, first serve basis

The meeting/study room may be reserved in advanced.

Groups and individuals using the meeting/study room are prohibited from selling products or services.

The use of the Community Room or the Meeting/Study Room by groups or individuals does not constitute an endorsement by the Library of the content of the program or views expressed by the participants.

Smoking is not permitted in the Meeting/Study Room or Community Room. No alcohol or controlled substance may be possessed or consumed on the premises.

Approved by the Library Board of Trustees

Date: 3-12-2018

