

## Denver Public Library Meeting Room Policy

The purpose of the library's meeting room facilities is to provide space for library programs, private meetings, 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):

The library uses the community room for library sponsored programming and events.

The library is not charged a fee for the use of the community room for programs and events but must reserve the room for such events through City Hall.

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

The library staff does not take reservations for private parties or organizations 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 staff is not responsible for providing keys or locking and unlocking the Community Room for groups that have reserved the facility through the City.

Parties using the Community Room must abide by the City of Denver's Community Room policy.

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

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

The study room has wireless internet access and electrical outlets.

Food and open drink containers are not allowed in the study/meeting room. However patrons may have beverages if they are in a covered container such as a travel mug.

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 in the study room.

Groups and individuals using the meeting/study room must comply with all other library policies.

Disclaimer:

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

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