



SALT LAKE COUNTY LIBRARY SERVICES

Authorized By:	Salt Lake County Library Board of Directors					
Subject:	Meeting Space					
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Policy Statement

Salt Lake County Library is committed to providing a great place for everyone to visit and to providing dedicated space that individuals and groups may reserve for studying, meetings, training, and other events of a civic, cultural or educational nature.

Definitions:

Card Holder—Individual with an active Salt Lake County Library card.

Commercial or Promotional Use—Use of Meeting Rooms to promote a service or product that will result in financial remuneration or benefit to the person offering the service. Includes requiring attendees to pay to attend or for a service, or to provide personal information that will be used commercially. Individuals may provide personal information to receive additional information if they so choose.

County Library—Salt Lake County Library

Governmental purposes—An official meeting that serves a governmental body or a meeting convened for the purpose of disseminating information to the public.

Meeting Room—Accommodates more than 15 people. Must remain free and open to the public.

Non-library sponsored group or event – An event that is planned and executed by an entity other than the library nor in partnership with the library.

Responsible Party—Library card holder who is reserving and/or using a study and/or meeting room individually or for a group.

Room Use – Study and meeting rooms available for public use by reservation.

Study Room— May accommodate up to 14 people (depending on location) and may be reserved up to 30 days in advance. May be private or open to the public.

Regulations

1.0 Reservation Priorities (in the order listed)

1.1

GROUP OR ORGANIZATION	ADVANCE RESERVATION
County Library	Without limit
Co-sponsored by the County Library	Up to one year prior to the event
Salt Lake County	Up to one year prior to the event
Other governmental or government-related entities (community councils, elected officials) for governmental purposes	Up to one year prior to the event but no more than once a month
Non-library sponsored groups or events	90 days in advance

2.0 Meeting Space Eligibility

2.1 County or Governmental entities should contact Customer Service directly at 801-943-4636.

2.2 Meeting space use is a benefit for County Library card holders who may reserve meeting spaces online, in the branch, or by phone. Individuals without a Salt Lake County Library card are encouraged to obtain a card so that they may reserve meeting room space.

2.3 The County Library reserves the right to deny use to any individual or group for failure to follow terms and conditions of use, policy, or rules.

3.0 Non-library Sponsored Groups or Events

3.1

	STUDY ROOM	MEETING ROOM
Maximum Room Occupancy	Up to 14, depending on location	Up to 188, depending on location
Advance Reservations	Up to 30 days	Up to 90 days
Reservation Length	Up to 2 hours (Reservations exceeding this must be negotiated with the branch)	Up to 4 hours (Reservations exceeding this must be negotiated with the branch)
Reservation Requirements	Walk-in, phone or online with library card	Walk-in, phone, or online with library card
Frequency of Reservations	One reservation per day per branch	One reservation per week / maximum of 52 reservations per year
Meeting Requirements	Private study or open to the public	Must be free and open to the public

3.2 Non-library sponsored groups are responsible for promoting their meeting or event.

3.2.1 The library is under no obligation to display advertising for non-library sponsored events.

3.2.1.1 Meeting or activity materials posted with the County Library must adhere to the Bulletin Board and Community Information Policy.

3.3 The name, address or telephone number of the library may not be used as the official address or headquarters of the group or organization.

3.4 If the name and address of the library appears in any advertising or promotion for directional purposes, such advertising must clearly state that the library is not a sponsor, nor does it endorse any practices or points of view of the program or event.

3.5 The library logo or image of the library may not be used to identify the location of the program or event.

4.0 Meeting Space Use

4.1 In addition to the Library Use and Behavior policies, users agree to follow all statutes and regulations for the location of the meeting. The County Library reserves the right to enforce policies, statutes, and regulations.

4.2 Meetings for commercial promotion or sales of products or services are prohibited.

4.3 The County Library reserves the right to change or alter previously scheduled reservations at its discretion with prior notice to the Responsible Party to accommodate a group with a higher Reservation Priority.

4.4 Rooms may be reserved on a first-come, first-served basis within the adopted Reservation Priorities (see section 2.0).

4.5 The number of reservations made in a calendar year are subject to availability. Meeting Room reservations are limited to 52 times per year.

4.6 Rooms are available for use during regular business hours. Rooms should be vacated fifteen minutes before closing.

4.7 Users must allow library staff access to the room at any time.

4.8 Rooms must be vacated at the end of the scheduled reservation and/or upon request by library staff.

4.9 If a reserved Meeting or Study Room is not occupied by the Responsible Party within fifteen (15) minutes of the reservation start time, the space becomes available for others to use.

4.10 Meeting space setup and cleanup, including tables and chairs, and returning furniture to original locations, is the responsibility of the Responsible Party.

4.11 The County Library is not responsible for any personal or group belongings or equipment that is damaged, stolen, or missing.

4.12 Individuals and groups may not store their property at the County Library.

5.0 Charges

5.1 There is no charge to for meeting space use.

5.2 Arrangements for equipment must be handled through the individual branch and availability varies by location.

5.3 Damage to the room, library property, or equipment, will be assessed to the Responsible Party.

5.3.1 Individuals with outstanding damage charges cannot make meeting space reservations.

6.0 Exceptions

6.1 Exceptions to the Meeting Space Policy should be requested through the branch manager where the Meeting Room or Study Room has been reserved.

7.0 Complaints

7.1 Complaints about the content of a meeting, event, or program occurring in library Meeting Rooms must be provided in writing to a branch manager, and include contact information for the person filing the complaint.

8.0 Appeals

8.1 Individuals or groups have the right to appeal Meeting Room decisions utilizing the County Library's appeal process.

8.2 The appeal will be considered by the County Library Director and is subject to review by the County Library Board of Directors.

8.3 The County Library Board's decision is final and no further appeals will be considered.

Approved and passed December 18, 2006; revised and approved April 23, 2007 by the Salt Lake County Library Board of Directors; revised and approved August 25, 2008 by the Salt Lake County Library Board of Directors; revised and approved by the Salt Lake County Library Board of Directors, March 10, 2009; revised and approved by the Salt Lake County Library Board of Directors, June 23, 2014; revised and approved by the Salt Lake County Library Board of Directors, December 8, 2014; revised and approved by the Salt Lake County Library Board of Directors, June 19, 2017. Revised and approved by the Salt Lake County Library Board of Directors, March 23, 2021.