

# Stenzel Community Room Policy

*Reviewed with wording corrections made by the Board of Trustees of the Red Feather Mountain Library District March 27, 2019.*

The Red Feather Lakes Community Library has a meeting room available for the purpose of library and community programs for not-for-profit groups supporting educational, cultural, intellectual, or charitable activities.

The meeting room is available on a first come-first serve, space-available basis, in accordance with the American Library Association's Library Bill of Rights and subject to the following terms and conditions.

Meetings are to be held during the Library's operating hours or at times arranged by consultation with the Library Director.

Commercial uses of the Stenzel Community Room are permitted when the meeting is a workshop or training session and does not entail the sale of a service or product. Such use must be scheduled with the Library prior to the event and is not advertised. All meetings are open the public and participation can be denied only when individual behavior falls under the Library's Standards of Acceptable Use Policy.

The use or distribution of alcohol, marijuana or illegal drugs is not permitted.

No fees may be assessed, or donations solicited. Exceptions may be made for library sponsored events through the approval of the Library Director.

In accordance with Larimer County Administrative Policy and Procedures 310.2H, no religious services may be held in the Stenzel Community Room.

Partisan political activities, other than those allowed by Colorado State Statutes, are not permitted.

Fire code requires that no group shall exceed the room capacity, which is 29.

Groups are not permitted the use of any flammables.

Scheduling and use the Stenzel Community Room by an organization or group entails user responsibility for damage or loss of Library equipment and furnishings. The person who schedules or is the contact individual for the program is responsible for the conduct of the group.

The user must restore the Stenzel Community Room to the conditions existing prior to use.

For non-Library sponsored use, there may be a \$50.00 refundable damage deposit for any group using the Stenzel Community Room at the discretion of the Library Director.

Granting permission to use Library facilities does not constitute endorsement of the group or its beliefs by the Library.

The Library reserves the right to cancel, refuse, or reschedule the use of the Stenzel Community Room at any time.

*Revision history:*

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