

Room Agreement

Basics

There is no cost to use the rooms.

An adult (age 17 and over) must be present while the room is in use.

The person reserving the room is required to check in at the service desk with their library card prior to the start of their meeting. The room will only be released to the person whose name is on the reservation.

You will need the following:

- 1) a High Plains Library District library card. If you do not have a library card, call 1-888-861-READ (7323).
- 2) A "Spaces" account. To create an account, ([link](#))

Frequency

You can request a room up to 45 days in advance of today's date. The library does not permit regularly scheduled meetings, except for a series of sessions that are part of one event.

You can submit up to 3 reservations in a 7-day period.

Room Maintenance and Supplies

A \$50 deposit is placed on your library account at the time you check in.

Room set up is at the discretion of the group. Please return room to original set up when finished. Please ensure that the room is in the same clean condition as when your booking started.

If these conditions are met, the deposit is removed from your library account when you check out. Please allow at least 10 minutes before the library closes for room inspection and check out. The library provides trash bags, a vacuum cleaner and cleaning supplies if needed.

Equipment

Computer and projector equipment is generally available for booking with the room. There is an additional \$250 deposit for this equipment, which is removed when you check out if there is no damage.

Event fees

You may charge a fee to attend your event. We request that 15% of the receipts be donated to the High Plains Library District Foundation, which is used to support programs and services of the District. Soliciting, peddling or in any way interfering with the ability of patrons and staff to use the library is prohibited.

Alcohol and smoking

All libraries are alcohol-free during regular hours of operation. All library facilities are smoke-free zones.

Library Use

Library-sponsored meetings and events have priority. It is rare, but it may be necessary to revoke a reservation when the room is needed for library purposes. All library-sponsored events are free and open to the public.

Other courtesies

As a courtesy to other patrons, if you cancel your meeting, please contact the library immediately. Also, a room reservation will not be held beyond 30 minutes of the scheduled start time.

To assist library staff in responding to questions about your event, please include the name of the sponsoring organization and contact information.

The High Plains Library District will deny room use to groups that, in the judgment of the District representative, have as their purpose to advance any doctrine or theory subversive to the Constitution, laws of the United States, or State of Colorado, or that advocate social or political change by force or violence.

On-line meetings

There are no deposits required for on-line meetings. You will need a computer with an internet connection, microphone in and audio out to use the online meeting room.