



Public Use of Event, Meeting, and Study Rooms

BOARD POLICY

Pikes Peak Library District (PPLD) has event space, meeting rooms, and study rooms available for public use. The District’s meeting rooms are designed to offer accommodations for educational, informational, cultural, and civic functions of the Colorado Springs and El Paso County community.

Patrons using Library facilities are expected to comply with PPLD’s [Code of Conduct Policy](#).

I. PRIORITIES

- A. Library programs and Library sponsored events will have priority and may lead to cancellation of patron reservations if necessary.
- B. Priority for spaces at Knights of Columbus Hall (KCH) is given to events designed and led by the community.

II. ENDORSEMENT

- A. Use of the meeting rooms by outside agencies does not constitute the Library’s endorsement of viewpoints expressed by participants in programs.
- B. Advertising or announcements that imply Library endorsement is not permitted.

III. EQUAL OPPORTUNITY

- A. Activities taking place in the meeting rooms must not be closed to any person due to age, gender identity, race, religion, national origin, disabling condition, or any other legally protected category.
- B. The Library is a public space. In accordance with our mission, we encourage all groups to use our meeting rooms. If the meeting is not advertised as being “open to the public,” groups using the meeting rooms have the right to limit attendance, with the exception of legally protected categories. Library staff cannot be expected to enforce or ensure the privacy of any meeting.

IV. LIABILITY

- A. All organizations or groups shall indemnify, defend, and hold harmless PPLD, its officers, agents, and employees from and against any and all claims, suits, actions of any kind, resulting from any negligent act, omission or error of the user which results in personal injuries, or property damage arising from the user’s use of a Library meeting room.

- B. The applicant and/or organization will be jointly and separately liable for any breakage, damage, or theft of any Library property caused by members or guests of the group or organization. Liability includes all applicable court costs and attorney fees.
- C. The Library, its employees, and Trustees do not assume responsibility for personal injury or damage or loss of personal property during the applicant's use of meeting or study rooms.

V. RESERVATIONS, SCHEDULING, AND RESPONSIBILITIES

- A. Requests for the use of publicly reservable rooms can be made:
 - a. On the Library's website (ppld.org);
 - b. By contacting Library staff at (719) 884-9827 or meetingrooms@ppld.org, or the Reference phone line at (719) 389-8968;
 - c. By directly contacting the Library location of the desired room;
 - d. In person at desired Library location.
 - e. Rooms at the Manitou Art Center (MAC) can also be requested for after-hours use by contacting MAC staff at manager@manitouartcenter.org.
- B. Providing inaccurate information can lead to cancellation of reservation.
- C. Use of the Library rooms is free of charge.
- D. Patrons are responsible for cleaning and removing anything brought into the room.
- E. Any damage done to room, property, and/or equipment may result in a minimum of \$50 charge.
- F. Reservations must take place during normal Library operating hours, with the exception of Fountain, Manitou Springs, and KCH which allow meetings outside of regular library hours.
 - a. Patrons will not be admitted to the facility before it is open to the public, nor be allowed to remain in the facility after it is closed to the public.
 - b. Any necessary set-up and take-down must be made within the time reserved. Patrons may indicate set-up and take-down time during their reservation request. Reservation time includes set-up and take-down time and event time. If the patron did not reserve any set-up time or take-down time, the earliest time patrons will be allowed to be inside meeting rooms is at the start time of the reservation.
 - c. Rooms must be vacated by the end of the reservation time.
- G. PPLD does not provide technical support. Patrons may reserve a room in advance or schedule a meeting with PPLD staff to test available audio/visual equipment.
- H. The patron who makes the room reservation shall be the contact person, unless specified otherwise, and shall be the only person authorized to make changes and cancellations to reservation.
- I. The contact person on the reservation form must be present for the reservation.
- J. Patrons or organizations will be held responsible for the actions of the participants and their adherence to all guidelines set forth in this policy and all Library policies.
- K. No person or group may assign its reservation to another person or group.

VI. ROOM TYPES

A. EVENT ROOMS

1. Event rooms are the Venue at Library 21c, the Community Room at East Library, and the Columbine A and Columbine B rooms at Penrose Library.
2. Includes the addition of the Annex room to the East Community Room at East Library, and the combination of the Columbine A/B rooms at Penrose Library.
3. Reservations must be made by patrons 18 years or older.
4. Reservations may be made 6 months in advance and must be made at least 3 business days before the reservation date.
5. Reservations for event rooms are limited to 12 reservations in a 6-month period per Library location.
6. Event rooms require set-up by PPLD Facilities and Logistics personnel.
7. The Venue at 21c, Columbine A Room and Columbine B Room at Penrose, and Community Room at East Library can be setup by PPLD Staff with 72 hours advance notice.
8. Rooms can be reserved from 30 minutes after the facility opens to 30 minutes prior to closing to allow time for staff setup.

B. MEETING ROOMS

1. Meeting rooms are defined as rooms that may have technology, such as computers, projectors, sound systems, etc.
2. Reservations must be made by patrons 18 years or older.
3. Reservations may be made 3 months in advance and limited to one reservation per week per room.
4. Meeting rooms must be in use at least 30 minutes after the reserved meeting start time or the Library may make the room available to other patrons.
5. Rooms can be reserved from 15 minutes after the facility opens to 15 minutes prior to closing.
6. Online and phone reservations must be made 3 days in advance. In person reservations may be made thereafter.

C. STUDY ROOMS

1. Study rooms are defined as rooms that do not have technology.
2. Reservations may be made by patrons aged 9 and older.
3. Reservations may be made one week in advance.
4. Reservations for study rooms are limited to a maximum of 2 hours per day.
5. Only one study room can be reserved per day per branch.
6. Study room must be in use 15 minutes after the reserved start time or the Library may make the room available to other patrons.

D. KCH

1. These guidelines pertain to the available rooms at Knights of Columbus Hall.
2. Reservations must be made by patrons 18 years or older.
3. Reservations during regular business hours (Tuesday - Friday from 8 a.m. - 5 p.m.) may be made 6 months in advance and must be made at least 3 business days before the reservation date.
4. Event rooms must be in use at least 30 minutes after the reserved meeting start time or the Library may make the room available to other patrons.
5. Event rooms are available Thursday - Friday from 5 p.m. - midnight and Saturday from 8 a.m. - midnight, with one month's advance notice.

6. Event rooms are available to reserve 12 times over a 6-month period, with no more than 4 consecutive weekends (Friday and Saturday evenings) allowed.

VII. CANCELLATIONS

- A. Cancellations will only be accepted from the person who reserved the room.
- B. The Library reserves the right to cancel any meeting or reservation due to unforeseen circumstances, such as building or weather-related emergencies.
- C. The Library reserves the right to stop meetings that are disruptive to normal Library operations or other programming events.
- D. Cancellations for meeting rooms and event spaces should be made at least 3 business days before the reservation time. Failure to cancel a reservation at least 3 days in advance, or not showing up without notification, may result in losing future access to the Library's meeting rooms and event spaces.

VIII. RESTRICTIONS

- A. Meeting rooms may not be reserved for programs or gatherings which present a clear and present danger to the welfare of the participants, Library staff, patrons, or the community.
- B. Organizations may not use the name, address, or telephone number of the Library, except for notifying attendees of the location of the meeting.
- C. Meetings or programs from community organizations may only be posted on the Library's bulletin boards if the Library has a designated bulletin board for community events and with Library Manager or Communications Office approval. Please see the [Solicitation Policy](#) for more information.
- D. The Library does not charge for parking. Parking spaces will not be saved for special events at any Library.
 1. EXCEPTION: Parking at Penrose Library is not free and is provided in public metered parking spaces and a fee-based public parking building. Penrose Library cannot make any special allowances for parking and is not responsible for any tickets or fees incurred while attending an event at the Library. ([Penrose Library Information](#))
- E. Tables and chairs may not block room access or emergency exits.
- F. Nothing may be attached to the walls, ceiling, equipment, or doors of the meeting rooms.
- G. Use of any type of flame is prohibited.
- H. Smoking and/or vaping is not permitted anywhere in the building or on Library property.
- I. Use of hazardous materials and/or weapons is not permitted anywhere in the building or on Library property.

IX. USE/CARE OF FACILITIES AND EQUIPMENT

- A. The meeting and study rooms should be left as they were found. All groups must provide their own support for preparation and reasonable clean-up.
- B. The number of patrons cannot exceed the room capacities listed on the room reservation website.
- C. Permission to reserve rooms may be withheld or revoked from patrons or groups that have damaged Library property, caused a disturbance, or failed to comply with the Library policies.
- D. Table coverings are required to be brought by groups that use crayons, glue, markers, or other art supplies in the room. Glitter is prohibited.

X. REFRESHMENTS

- A. Light refreshments (coffee, doughnuts, cookies, fruit, etc.), simple box lunches, prepackaged food, and catered food may be served in the event spaces and meeting rooms.
- B. Food and drink taken out of the meeting rooms or consumed in study rooms must meet the [Food and Drink Policy](#).
- C. Alcoholic beverages are not permitted anywhere on Library property.
- D. Consumable supplies (cups, napkins, plates, flatware, serving utensils, etc.) are not provided by the Library.