



Meeting Rooms during COVID-19

To better serve our patrons and our community, Pikes Peak Library District is opening a limited number of meeting rooms to be available for use by the public, through advance reservation only, with the following procedures during COVID operations.

All other aspects of the [Public Use of Event, Meeting, and Study Rooms](#) apply.

I. HEALTH AND SAFETY

- A. As we continue to prioritize the health and safety of our community, patrons using our meeting rooms must abide by the [COVID guidelines](#) in place, including the use of face coverings worn properly the entire time, even when working alone in a room.
- B. PPLD Staff will sanitize meeting and study rooms between each use. A minimum of three hours will be blocked off between reservations.
- C. To allow for proper physical distancing, capacities for room occupancy will be adjusted accordingly. Room set-up will be non-customizable, and patrons may not rearrange furniture.
- D. Patrons must check in with staff at desk before and after their scheduled reservation.

II. RESERVATIONS

- A. Requests for the use of meeting rooms can be made:
 - a. On the Library's website (ppld.org);
 - b. By contacting the Meeting Room Specialist at (719) 884-9827 or meetingrooms@ppld.org, or the Reference line at (719) 389-8968
 - c. In person at desired Library location.
- B. Reservations may be made up to six weeks in advance and must be made at least two weeks before the reservation date and will be approved by Regional Directors.
- C. Rooms will be limited to one public reservation per day per library meeting space.
- D. Rooms may be booked for a maximum of up to 2 hours.

III. ROOM RESTRICTIONS

- A. No personal and social activities (i.e. birthday parties, baby showers, etc.)
- B. Food and drink will not be permitted.
- C. A request may be denied if it cannot be accommodated by the abilities of the Library staff at the time.