



The Canon City Public Library

Meeting Room Policy

LIBRARY POLICY

Canon City Public Library (CCPL) supports the free and open exchange of ideas on a wide range of subjects of interest to the community. To that end, the library provides a meeting space free of charge for local public use regardless of beliefs or affiliations.

1. Use of the CCPL meeting room does not imply endorsement by the library, staff, or board members.
2. Library activities take precedence over all other meeting room activities.
3. The Meeting room is available during normal business hours of the library; however, the meeting room must be vacated 15 minutes prior to closing.
4. Room reservations are granted on a first-come, first-served basis.
5. All meetings shall be free of charge. No admission fee, registrations fee, or monetary solicitation may be sought from meeting attendees.
6. Public use of the meeting room is governed by procedures establishing the time, place, and manner of use. Users of the meeting room must comply with procedures. CCPL reserves the right to revoke meeting room privileges at any time.
7. Alcoholic beverages are not permitted.
8. The person reserving the room is responsible for any room setup and cleanup and must leave the room organized as it was upon arrival.
9. No storage is provided for outside groups, and CCPL will not be responsible for items left in library facilities.
10. Publicity for events held in library meeting rooms shall not imply endorsement or sponsorship by CCPL.
11. Users agree to abide by all CCPL policies relating to the use of the facilities, including the library Code of Conduct, and accept responsibility for all damage caused to the building and /or equipment beyond normal wear.
12. CCPL reserves the right to require liability insurance for events held in the library.
13. All groups agree to compensate, indemnify, and hold harmless CCPL for any damages to property or injury to persons caused by, or resulting from, the use of the meeting room.

Ryan Stevens 3/26/24
Ryan Stevens, City Administrator Date

Susan C. Hitt 03/28/24
Sue Hitt, Library/Museum Board Chair Date