

ROOM USE & RENTAL POLICY

Park City Municipal Corporation (the City) offers “Rooms” in the Park City Library which may be reserved by the public. These Rooms are owned and operated by the City, and the City Council has authorized the Library Director to administer these policies regarding public access to the Rooms. The following policies and procedures govern room rentals only. Long term tenant leases are reviewed and administered by the Special Events Department.

The City does not endorse the viewpoints or activities expressed by the participants or the policies or beliefs of the organization or individual using the Rooms (“Users”). No advertisement or announcement implying such endorsement shall be permitted, nor shall any group using the Rooms use the Building as its official address, unless approved by Library Director or pursuant to a long term tenant lease.

1. ELIGIBILITY FOR ROOM USE & RENTAL RESERVATIONS

1.1 Reservations & Deposits

Reservations shall be accepted on a first-come, first-served basis, except as pertains to long term tenant leases. Reservations will be taken no more than six months and no less than three days in advance, or as approved by the Library Director or his/her designee.

Reservations shall be requested online. Library staff will assist patrons who request aid in completing online requests. Once a request is submitted, the Library Director or designee will review the request and if approved, shall issue an approval with any conditions deemed necessary.

Payment of all necessary fees and deposits shall be required for any room reservation to be complete.

1.2 Cancellations & Refunds

Request for cancellation must be made in writing to the Library Director or his/her designee. If the cancellation is made three days or more prior to the event, the User will receive a deposit refund. Cancellations made less than three days in advance will receive a 50% refund of fees and deposit refund. Cancellation made the day of the reservation will not receive a refund. In each case, the User may be charged a cancellation fee.

1.3 Hours and Use

During times when the Library is closed, the Rooms shall only be available for use, as approved by the Library Director or his/her designee. The Library Director or his/her designee may deny the use of the Room to an applicant if the use, purpose or activity:

1.3.1 is illegal; or

1.3.2 presents health or security risks or is potentially hazardous; or

1.3.3 would interfere with Library operations; or

1.3.4 is commercial activity without proper licensing; or

1.3.5 does not comport with the Park City Municipal Corporation Land Management Code.

Minors under the age of 18 must have Rooms reserved by an adult who is willing to take responsibility for any liability. Study Rooms are available to minors without adult permission.

The Library Director or his/her designee may enter the Facilities at any time to ensure there are no violations of this Policy.

1.4 Library Rooms Fee Schedule

Fees will be assessed based on the following groupings:

Group 1: Activities which are free and open to the public during Library hours. Groups such as book clubs, support groups, government institutions, Library/City partners, HOAs, and other affiliated community organizations, as approved by the Library Director.

Group 2: Activities during Library hours which are open for public participation but charge a fee for entry or activities which are closed to the public.

Group 3: Activities which are outside of Library operating hours or promote or solicit business. This includes businesses that offer initial free services/consultations/presentations, and then later charge a fee or contact attendees.

Non-profits: Receive one free contiguous rental of up to four hours, per month, which may be split between multiple Rooms within the Library’s operational hours.

Room & Location	Occupancy	Group 1	Group 2	Group 3	Non-Cleaning Fine
101 (1 st Floor)	34	Free	\$25/hour	\$50/hour	\$20/hour, \$40 minimum
201 (2 nd Floor)	34	Free	\$25/hour	\$50/hour	\$20/hour, \$40 minimum
301 (3 rd Floor)	34	Free	\$25/hour	\$50/hour	\$20/hour, \$40 minimum
North Conference (2 nd Floor)	12	Free	\$20/hour	\$40/hour	\$20/hour, \$40 minimum
South Conference (2 nd Floor)	12	Free	\$20/hour	\$40/hour (unavailable outside library hours)	\$20/hour, \$40 minimum
Study Rooms 1-8 (2 nd Floor)	3-6	Free	Free	Free (unavailable outside library hours)	\$20/hour, \$40 minimum
Community Room (3 rd Floor)	85	Free	\$75/hour	\$150/hour	\$20/hour, \$40 minimum
Santy Auditorium (3 rd Floor)	516	Free	\$95/hour	\$200/hour	\$20/hour, \$40 minimum

Kitchen (3 rd Floor)	10	Free	\$20/event	\$40/event	\$20/hour, \$40 minimum
Entry Hall (1 st Floor)	43	Unavailable	Unavailable	\$300/hour (unavailable during library hours)	\$20/hour, \$40 minimum
Entry Hall Patio(1 st Floor)	90	Unavailable	Unavailable	\$400/hour (unavailable during library hours)	\$20/hour, \$40 minimum

1.5 Sany Technology Fees

1.5.1 Projection Fees: Users have two options for projection.

1.5.1.1 Users may use the in-house technology at no additional cost. Users are responsible for scheduling a training to learn to use the equipment and facilitate use during their rental. Training must be scheduled at least one week prior to the rental date(s).

1.5.1.2 Users may rent the Projection Booth and have a trained projectionist manage technology needs. The Projection Booth rents for \$500 per event rental (\$250 for Non-Profits), with a hired projectionist approved by the Park City Library. Projectionists have their own fee scale; Users pay projectionists directly. A list of approved projectionists is available upon request.

1.5.2 Lighting Fees

Stage lighting may be rented when approved by the Library Director or his/her designee. Any change in the direction of lighting must be made by a pre-approved vendor at the expense of the User. The User shall pay the vendor directly. Lighting must be returned to the original direction before vacating the rental. The Projection Booth and a projectionist must be reserved to utilize lighting.

2. FOOD, BEVERAGE, & SMOKING

2.1 Alcoholic Beverages

The use of alcoholic beverages is allowed in Rooms except Study Rooms 1-8, the North Conference Room, and the South Conference Room. The User shall make any request for permission to serve alcoholic beverages in Room(s) in writing only. The Library Director or his/her designee reserves the right to approve or deny the request. Furthermore, the User is responsible for adhering to state liquor laws as set forth in the State Code and by the [Utah Department of Alcoholic Beverage Control](#) including obtaining permits as necessary.

2.2 Food & Beverage

All food and beverage, including any brought in by Users, Caterers or Food Vendors (“Providers”), must be approved by the Library Director or his/her designee. Providers shall adhere to the following rules.

2.2.1 Rules for Food Providers

2.2.1.1 Providers are responsible for following proper permitting as required by City, County, and State laws.

2.2.1.2 Provider staff and supplies must enter and exit through locations designated by the Library staff.

2.2.1.3 Parking or loading areas for Providers must be approved by Library staff. Providers cannot block any entrance to the building.

2.2.1.4 Gas, charcoal grills, sternos, and open flames for cooking or other decorative elements are strictly prohibited inside the building. Providers are responsible for bringing their own electrical cords as needed.

2.3 Smoking

Smoking is strictly prohibited inside the building. In accordance with Utah Indoor Clean Air Act (Utah Code Annotated § 26-38-1 et seq.), smoking (including e-cigarettes) is not permitted in public buildings, including libraries, or within 25 feet of any entrance.

3. DECORATIONS, EQUIPMENT, & SET UP

Users shall have 15 minutes prior to the reserved event time for set-up. If more time is needed, it is the responsibility of the User to reserve additional time. All decorations, signs, and equipment must be approved by the Library Director or his/her designee.

3.1 Upon arrival, it is the responsibility of the User to inspect the Rooms and report any problems immediately to the Library staff. Failure to do so may result in cleaning or damage fees.

3.2 The User must be present in order to accept or make deliveries. At no time shall the Library staff be permitted to accept or make deliveries for a User.

3.3 Any temporary structures such as stages, tents, inflatables, etc., may require a permit from the City Planning or Building Departments. The User is responsible for obtaining such permits as necessary.

3.4 Food Trucks and selling items in the parking lot or lawn is prohibited. (Park City Municipal Code 4-3-8).

3.5 The use of painter's tape and removable self-stick wall pads are pre-approved for adhering items to wall surfaces. All other adhering materials (such as nails, tacks, tape, etc.) are prohibited.

3.6 Music or other noise including amplified sound is permitted, but must be kept to a level which does not interfere with or disturb other activities in the building. The Library Director or his/her designee may revoke permission for music or other noise in order to maintain the proper functioning of the Library.

3.7 The Library Director or his/her designee may require additional insurance for the use or rental of a Room or Rooms(s) if the use will increase risk to the City.

3.8 All furniture or other temporary equipment brought into the Library shall have protective caps to avoid scratching floors and damaging walls. Movement of furniture must be done with the use of rubber-wheeled dollies or carts. All furniture must be lifted, not dragged. It is the responsibility of the User to move all furniture or equipment. Library staff will not assist with the movement of furniture or equipment unless approved in advance.

3.9 Tables and chairs shall not be moved between Rooms unless approved by Library staff.

3.10 Users are responsible for downloading and testing software needs ahead of time. If Users need special accommodations or require assistance with any of the technology, Library staff must be notified at the time a reservation is confirmed.

4. BREAKDOWN & CLEANING

All Users are responsible for completing breakdown and clean-up of their reservation with the time allotted. The Library Director or his/her designee has the discretion to charge a cleaning fine if these policies are not followed.

4.1 All Rooms must be cleared, cleaned and vacated 15 minutes prior to Library closing unless Users have prearranged their event to go past closing time. Users are responsible for being aware of closing times. Any User that has not cleared, cleaned and vacated the Room 15 minutes prior to closing will be charged after-hours fees as stated in the *Fee Schedule* above.

4.1.1 Removal of plaques, art, tables, chairs, podiums or other items or equipment from the Rooms is strictly prohibited. Rooms, tables, chairs and other equipment should be placed back in their original state at the end of a reservation.

4.1.2 All approved signage, decorations or other temporary items must be removed by the end of rental period. Storage of any goods by persons or groups using the Rooms is not allowed.

4.1.3 Any damage caused to the Room(s) or equipment, including beverage or food accidents, must be immediately reported to Library staff. Cleaning or damage fees may apply.

4.1.4 Tables and countertops must be wiped down, and chairs and tables stacked/arranged appropriately. It is the responsibility of the User to remove and dispose of trash. Users must clean the whiteboard before vacating the Room.

4.1.5 It is the responsibility of the individual or organization who reserves the space to be courteous to the next reservation and to be aware of the time that they must vacate the Room and return it in its original, clean state on time.

4.1.6 Users are responsible for notifying Library staff if cleaning supplies are needed.

4.1.7 Users must return the key issued to them. Failure to do so will result in paying for the replacement costs.

4.1.8 The User must inform Library staff when vacating the Room.

5. FILMING & PHOTOGRAPHY

Users must review Library Policy and [City filming and photography permit guidelines](#) if they wish to photograph or film inside the Rooms. It is the responsibility of the User to obtain filming or photography permits, if necessary.

6. CAPACITY & PERMITS

In order to ensure the health, safety and welfare of Users, visitors and Library patrons, and City Staff, capacity shall not exceed the posted requirements in each Room.

6.1 It is the responsibility of the User to obtain any additional City, County or State permits or approvals that may be necessary.

6.2 Some events may require security due to attendance. The Library Director or his/her designee will determine appropriate security, which must be paid for by the User.

7. PARKING

The Park City Library is located in a residential area. Limited, non-exclusive parking is available next to the Library and surrounding area for those who utilize the Rooms. It is the responsibility of all Users to obey and follow all posted signs and restrictions. Park City is not responsible for damage or loss of vehicles on City property.

7.1 Users shall refer to the [Park City website](#) for information regarding walkability and transit schedules to alleviate parking pressures in the area. Carpooling and/or ridesharing is highly encouraged for those who do choose to use drive to the Library.

7.2 The Library Director or his/her designee may require a User to have a parking and transportation plan.

7.3 All deliveries for Room reservations must be prearranged. It is the responsibility of the User to inform Library staff at the time that the reservation is confirmed if deliveries will be required.

8. SUPPLEMENTAL POLICIES & SPECIAL CONDITONS

The following spaces within the Park City Library are unique. Special conditions of spaces are as follows:

8.1. Entry Hall

8.1.1 Separate groups may make reservations for the Entry Hall and Entry Hall Patio at the same time. If the Entry Hall Patio is rented by a separate group, the Library Director or his/her designee will determine entry access to the Library.

8.2 Entry Hall Patio

8.2.1 Separate groups may make reservations for the Entry Hall and Entry Hall Patio at the same time. If the Entry Hall is rented by a separate group, the Library Director or his/her designee will determine entry access to the Library.

8.2.2 Any outdoor use, music or noise must end by 10:00 p.m. as pertains to the Park City Noise Ordinance (Park City Municipal Code 6-7) unless approved by the Library Director or his/her designee.

8.2.3 Rental of this space does not include the field.

8.2.4 The Library Director and his/her designee shall do their best to help the User plan for alternatives regarding inclement weather situations, however they are not required to provide alternative space (the User rents their space at their own risk of inclement weather).

8.3 Study Rooms

8.3.1 The Study Rooms are available in two-hour increments per day. Users may continue occupying longer if no one is waiting.

8.3.2 Cannot be reserved in advance.

8.3.3 A phone number is required for use.

8.4 North & South Conference Rooms

8.4.1 The North & South Conference Rooms may be used as a backup Study Room if vacant and all Study Rooms are occupied, or at the discretion of Library Staff. At that time, the Rooms will follow all Study Room policies.

8.5 Jim Santy Auditorium

8.5.1 Users are responsible for obtaining licensing as may be required for showing films, movies, music or other recorded items.

8.5.2 Use may require additional staff at the discretion of the Library Director or his/her designee at a fee to be incurred by the User.

8.5.3 Renters are responsible for obtaining licensing as may be required for showing films, movies, music or other recorded items.

8.6.4 Shall not conflict with the daily operations of the Library or tenants of the Building, unless approved by the Library Director or his/her designee.

8.6 Community Room

8.6.1 Shall not conflict with the daily operations of the Library or tenants of the Building, unless approved by the Library Director or his/her designee.

9. DAMAGES & LIABILITY

The City is not liable for any loss or damage to any equipment owned or rented by User while on City property. Users will be held responsible for any damage to City property caused by anyone attending the activities organized by the User.

Any conduct occurring on City property which is unlawful or inappropriate shall result in the immediate termination of the use and forfeiture of all deposits and fees, and may result in fines and criminal charges being instituted.

10. APPEALS PROCESS

An applicant aggrieved by an administrative decision about the use of the Rooms may appeal the decision in writing to (1) the Library Director, if rental occurred on the second floor, or (2) the Economic Development Manager, if rental occurred on the first or third floors. Appeals must be filed within five business days of the action that gave rise to the grievance. The Library Director or Economic Development Manager will render a determination based on findings within five business days. Appeal of the Library Director or Economic Development Manager's determination may be made in writing to the City Manager. The City Manager's determination is final.