

Vail Public Library Community Room Policy

- The room is available to nonprofit organizations for philanthropic, educational, cultural, or civic purposes.
- Meetings must be free. Private parties and gatherings cannot be accommodated.
- The room is available only during library hours (M-Th 10am – 8pm & F-S 11am – 6pm)
- **Set-up: You are responsible for any set-up you may need, i.e., use of tables, chairs, coffee bar, etc. (with the exception of any audio visual and technology needs).**
- **Clean-up: You are responsible for clean-up after your event, i.e., putting away tables & chairs in neat order where found, chairs may only be stacked 12 high on black carts, coffee bar clean-up including putting away all items used and rinsing coffee pots, etc.**
- **You must check in and check out with staff at the Service Desk.**
- The coffee bar sink and surrounding area may be used but all items must be provided by the group. The library does not offer any supplies.
- Liquor may be served by Town of Vail permit **only**.
- There is AV equipment available for use in the room, free of charge, upon request. Available equipment includes: ceiling-mounted projector, motorized screen, 2 speakers, HDMI/VGA connections, and various adapters.
Note: There is no telephone line or direct Internet connection available in the Community Room. Wireless Internet is available. There is no computer available, users must bring their own laptop.
 - **Staff assistance is required to use AV equipment. Users will be held responsible for any damage done to AV equipment.**
- The library is unable to store any items for groups using the Community Room.
- All event/program information will be posted on our public on-line calendar, contact information will be posted unless otherwise requested.
Note: Please provide us with a brief description of the event if you would like more information posted.
- The Community Room can accommodate 18 seated with tables and chairs, 50 seated with chairs only, and 97 standing.

I understand the above listed Vail Public Library Community Room Policy and it is my intent to comply with said policy.

Signature _____ Date _____

Printed Name _____

Name and Contact Information for Online Calendar _____

Organization Name _____

Meeting Date _____ Time Room is needed including setup _____ Time Meeting will take place _____

Estimated attendance for event _____ Do you plan on using the library's AV/Technology _____

Please return this form, to confirm your reservation, to libinfo@vailgov.com or fax number listed below



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