



Eisenhower Meeting Rooms Policy

Purpose

As part of its community outreach service, the Mamie Doud Eisenhower Public Library provides meeting room space for library events, local government events, cultural, and educational community events, and other programs that directly impact or benefit the Broomfield community. The rooms are not available for social functions.

Who may use the rooms?

- The Eisenhower rooms are primarily for the use of the Mamie Doud Eisenhower Public Library, the City and County of Broomfield and other governmental agencies.
- Depending upon availability, the meeting rooms are also available to residents of the City and County of Broomfield and others for non-profit or business use.
- Non-Profit Use: Individuals and organizations may use the rooms for non profit educational, cultural and charitable purposes. Fund-raising events sponsored by non-profit groups are considered business use.
- Business Use: Individuals, groups and businesses may use the rooms for profit-making endeavors, fund raising activities, workshops and seminars. Events or meetings that charge admission are considered business use except for those scheduled by government entities.
- In accordance with the American Library Association's Library Bill of Rights and its interpretation pertaining to meeting rooms, the library does not limit the use of the meeting room based on the subject matter or content of the meeting or on the beliefs or affiliations of the meeting's sponsors.

How and when are reservations for the rooms obtained?

- Upon calling 720-887-2356, tentative reservations may be held for two days.
- Confirmed reservations must be made in person during normal business hours.
- Full payment must be made at the time of the reservation.
- Room set up is determined at the time of reservation. Setup changes or additions may not be made at the scheduled meeting time.
- Reservations must be made at least 48 hours in advance.
- Reservations will be accepted up to 2 months in advance.
- Up to six regularly scheduled meetings are allowed for any one group per year.



Eisenhower Meeting Rooms Policy

What is the cancellation policy?

- Full refund will be given up to 48 hours in advance of the scheduled meeting.
- The deposit will be forfeited for cancellations at less than 48 hours prior to the scheduled meeting.

What are the conditions for use?

- The noise level must be consistent with the library atmosphere.
- Meeting flyers and signs may be posted on the lobby bulletin board. Please see the bulletin board policy for more details.
- Parking for participants in the meeting rooms is in the most easterly portion of the lot. Street parking in front of the library is reserved for library patrons.
- Meeting rooms must remain accessible to library staff.
- Courtesy phones for local calls are available in the lobby. There is also a pay phone outside the library. Messages will not be taken for meeting participants.
- In accordance with the City and County of Broomfield Code, the use of tobacco and consumption of alcoholic beverages on the premises is prohibited.
- Permission to use the meeting rooms does not imply the Library or City and County of Broomfield's endorsement or sponsorship of any meetings, groups or beliefs.
- The Library and the City and County of Broomfield reserve the right to cancel or refuse any meeting for failure to follow the conditions of use.
- The Library and the City and County of Broomfield reserve the right to refuse use of the meeting rooms at any time.



Eisenhower Meeting Rooms Attachment

What rooms are available?

Meeting Room	Maximum Capacity (Lecture Style)	Amenities
Eisenhower Room A&B	81	Tables, chairs, whiteboard, data port, voice jack, small screen, projection screen and kitchen facilities
Eisenhower Room A	45	Tables, chairs, whiteboard, data port, voice jack, small screen and kitchen facilities
Eisenhower Room B	36	Tables, chairs, whiteboard, data port, voice jack, projection screen and small screen

What hours are the rooms available?

Sunday 1 pm – 5 pm	Monday 7 am – 9 pm	Tuesday 7 am – 9 pm	Wednesday 7 am – 9 pm	Thursday 7 am – 9 pm	Friday 7 am – 9 pm	Saturday 8 am – 10 pm
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- The Eisenhower room is available before or after these hours at the normal rental rate plus a \$25 per hour surcharge.
- When meetings are scheduled within the library's operating hours, meetings must conclude 15 minutes prior to the library's closing time.

Library Hours

Sunday 1 pm – 5 pm	Monday 9 am – 9 pm	Tuesday 9 am – 9 pm	Wednesday 9 am – 9 pm	Thursday 9 am – 9 pm	Friday 9 am – 5 pm	Saturday 9 am – 5 pm
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Eisenhower Meeting Rooms Attachment

What is the cost to use the rooms?

Meeting Room	Deposit Required	Non-Profit Resident	Non-Profit Non-Resident	Business Use
Eisenhower Room A&B	\$40	No Charge	\$55 per hour	\$75 per hour
Eisenhower Room A	\$20	No Charge	\$30 per hour	\$40 per hour
Eisenhower Room B	\$20	No Charge	\$30 per hour	\$40 per hour
Kitchen Use (for description, see Kitchen section)	-	\$25	\$25	\$25

- The party reserving the room is financially responsible for any damages that may occur during the meetings, including any additional cleaning charges.
- Groups may be prohibited from future use of the meeting rooms if damage occurs.
- The meeting rooms must be left in the condition in which received. The deposit will be mailed once the room has been inspected.

What equipment is available for use?

Equipment	Cost
TV/ VCR/ DVD	\$25
Overhead Projector (transparencies)	\$10
LCD Projector (laptop hook-up)	\$50
Slide Projector	\$10
Sound System	\$25
Easels	\$5
Kitchen Use (see Kitchen section)	\$25

- Replacement is required if equipment is damaged.
- Consumable office supplies are not provided.
- Library staff is not available to run the equipment.
- Groups may bring their own equipment.

What is available in the Kitchen?

Sink
Dishwasher
Refrigerator

Coffee Maker with three carafes
Microwave
Counter space & electrical outlets