II. H. 5  Shared Lobby Policy

Purpose
The shared lobby provides public entry to both the library and the Broomfield Auditorium. It is not a rental space, but can be used for promotion of library, auditorium and city events and programs (sign boards, table displays, etc.), or by special arrangement for other events or activities.

Who may use the shared lobby space?
- The library and its departments
- The auditorium, for program overflow needs (e.g., registration, refreshments, staging)
- The Library Friends, for book sale activity
- Other city departments, by special arrangement (e.g., senior art cart)
- Community organizations, by special arrangement (e.g., BCAH art sale)

How is use of the lobby reserved?
- Contact the library administrative office

What are the conditions for use?
- Noise level is consistent with the library atmosphere.
- Use may be limited due to other needs.
- Considerate consumption of snack food or a covered beverage is allowed in public areas of the library unless otherwise posted.
- The use of tobacco and consumption of alcoholic beverages is prohibited.
- Furnishings and space are left in good condition.
- The library and the City and County of Broomfield are not liable for any injury to persons or loss of possessions.
- The library and the City and County of Broomfield reserve the right to refuse use of the shared lobby at any time.

Amenities
- Electrical outlets
- Public phones
- Café table seating
- Restrooms

Revised May 2018