



**Mamie Doud Eisenhower Public Library  
Broomfield, Colorado**

## **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