



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

## **II. H. 1. Eisenhower Meeting Rooms Policy**

### **Purpose**

As part of its community outreach service, the Library provides meeting room space to benefit the Broomfield community. The rooms are not available for private social functions.

### **Who may use the rooms?**

- The Eisenhower rooms are primarily for the library, City and County of Broomfield and other governmental agencies.
- The meeting rooms are also available on a first-come, first-served basis to nonprofit or business use.
  - Nonprofit Use: Individuals and organizations may use the rooms for nonprofit educational, cultural and charitable purposes. Fundraising events sponsored by nonprofit groups are considered business use.
  - Business Use: Individuals, groups and businesses may use the rooms for profit-making endeavors, fundraising 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?**

- Go to [b-rex.com](http://b-rex.com) and click on *Rentals* to reserve online.
- Full payment must be made at [b-rex.com](http://b-rex.com)
- Room set-up is determined at the time of reservation. Set-up changes or additions cannot be made at the time scheduled for use.
- 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.

### **What is the cancellation policy?**

- Full refund will be given up to 48 hours in advance of the scheduled meeting.



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

**What are the conditions for use?**

- The noise level is consistent with the library atmosphere.
- The use of tobacco and consumption of alcoholic beverages on the premises is prohibited (in accordance with the City and County of Broomfield Code).
- Meeting rooms will remain accessible to library staff.
- The room, furnishings and equipment are left in good condition.
- A meeting scheduled later in the day needs to conclude 15 minutes prior to the library's closing time.
- 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.