Affiliation with Community Groups

This document provides definitions for the specific ways that the Salt Lake City Public Library engages with outside groups or individuals to plan programs. For the purposes of this document, the word "program" is used to describe an event, project, program, or service.

Library Spaces

Library meeting rooms are maintained primarily for use by the Library to accomplish its mission. If a meeting room is not scheduled for a library-related function or an event by a library programming partner, members of the public may apply to use the room. Each request is considered on an individual basis according to the overall number of requests pending, staffing implications, and Library priorities.

Community Affiliations at-a-glance	Partner	Sponsor	Host	Venue
Library staff reserve the space	✔	✔	✔	✔
Library space is provided at no charge (see restrictions in the detailed definitions)	✔	✔	✔	✔
Library staff help plan the program	✔	✔		
Library staff help staff the program	✔	✔		
Staff/security time is provided at no charge	✔	✔		
Library provides funding for direct costs	✔			
Library creates promotional materials	✔			
Library distributes promotional materials	✔	✔		
Library name and logo appear on promotional materials as an affiliated partner	✔	✔		

Detailed Definitions

1. Partner
2. Sponsor
3. Host
4. Venue
5. Paid Presenters

Additional resources and information: rooms.slcpl.org/request-a-meeting-room

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Partner

When Library staff work with at least one other organization or person to develop, execute, and evaluate a program, we are considered partners. The Library prioritizes partnering with organizations or individuals where there is alignment between missions and strategic objectives and where the partnership is mutually beneficial. The Library provides staff time and the necessary resources to ensure the program's success, which may include (at no cost to the partner):

- Library space
- Staff time to execute the event (AV or other logistical support, maintenance, and/or security)
- A portion of funding for direct costs such as paying presenters or food
- Promotional support
- Other resources needed for the program to be successful

Programs must be free and open to the public or offer a significant portion of their programming available at no cost to the public. The name and logo of all partners should be prominently featured on any publicity.

Sponsor

The Library may act as Sponsor for an event that is free and open to the public and aligns with its mission and strategic objectives. If Library staff have not been involved in a professional capacity with planning the program, we may act as a sponsor. When the Library acts as a sponsor, we may offer, at no cost:

- Library space,
- Staff time to execute the event (AV or other logistical support, maintenance, and/or security), and
- Promotional support. The Library may create promotional materials for events where we are a sponsor.

The group or individual organizing the program is asked to include the Library's name and logo in its appropriate format on its promotional materials.

Host

The Library may act as a Host when a group requests Library space for an event that is free and open to the public and aligns with its mission and strategic objectives. The appropriate library staff (at Main, the Event Services department in collaboration with Service Coordinators; at Branches, managers or their designee) may offer Library space at no cost, however, the group(s)

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may be asked to cover the cost of Library staff time, including AV or other logistical support, maintenance, and/or security.

As a host, the Library will not create promotional materials but may distribute the materials created by the organizers on a case-by-case basis. Groups may include the Library's name and logo in its appropriate format on its promotional materials.

Venue

The Library acts as a Venue when groups use Library space but Library staff time is not used to plan or execute the program. Library space is a valuable public resource and staff strive to make it available for any group or individual, regardless of the affiliations of its members.

The Library does not discriminate in making its premises available for use on the basis of sex, race, creed, religion, color, culture or ethnicity, national origin, age, sexual orientation, individual lifestyle, political affiliation, or physical ability. We ask that everyone comply with Library policy to ensure that the space remains accessible and safe for all.

In general, there is no fee for using individual meeting rooms. For organizations or individuals that need multiple meeting rooms over extended time periods, after-hours events, private meetings, or commercial use, the Library's conference facilities are available for a rental fee that covers the Library's costs in making the facility available.

Use of Library meeting rooms does not constitute endorsement by the Library of points of view expressed by the sponsors or participants of the program. When Library space is used as a venue for group or individual events, they may not include the Salt Lake City Public Library logo on its promotional materials.

Paid Presenters

The Library occasionally contracts with presenters and performers, which is separate from the affiliations defined in this document. In general, paid presenters are handled individually based on the needs of the specific program.