
Reservable Spaces Policy

Purpose and Scope

Valley of the Tetons Library (VTL) provides reservable meeting, study, and Makerspace spaces to further its mission of inspiring lifelong learning and encouraging exploration and creativity. These spaces are a public resource available to individuals, community groups, government agencies, and organizations under the terms of this policy.

This policy governs public use of reservable spaces and does not apply to Library-sponsored programs, events, or administrative activities, which take precedence over all other uses.

General Principles

- Reservable spaces are made available on an equitable, non-discriminatory basis, without regard to the viewpoints expressed.
- Use of Library spaces does not constitute Library endorsement of the views or activities of any group or individual.
- Commercial activities are not permitted in Library spaces, except as explicitly allowed (e.g., tutoring and telehealth).
- All users must comply with this and all other applicable Library policies.

Eligible Uses

Meeting and study rooms may be used for activities such as private meetings, book clubs, telehealth appointments, tutoring sessions, job interviews, video calls, and individual or small-group study.

Makerspace reservable spaces—including the kitchen, audio studio, and Glowforge/laser printer—are available for creative, non-commercial projects consistent with Makerspace guidelines.

Entry and participation fees are not permitted at for-profit events or meetings with the exception of tutoring, telehealth and other approved uses approved by the Library Director. The sale, advertising, solicitation, or promotion of products or services are not permitted. This does not apply to library affiliated organizations such as the Valley of the Tetons Library Foundation.

Reservations and Priority of Use

- Reservable spaces are available during open hours and subject to occupancy.
- Library-sponsored programs and operational needs take precedence over all reservations.
- Reservations may be denied or canceled to accommodate Library use, with reasonable effort made to honor existing reservations.
- The Library reserves the right to review and approve all reservation requests to ensure compliance with this policy and suitability of the proposed use for the requested space.



Conduct, Supervision, and Liability

- All use of reservable spaces must comply with applicable local, state, and federal laws.
- Library staff may enter or monitor reservable spaces as necessary.
- The Library is not responsible for personal belongings or equipment brought into reservable spaces.
- Users are responsible for their own privacy; meeting and study rooms do not provide total soundproofing. White noise machines are available.
- The individual making the reservation is responsible for ensuring compliance with all policies and for any damage, loss, or additional cleaning required.

Failure to comply with this policy or other Library policies may result in termination or suspension of reservable space privileges. The Library Director will issue written notice of any such action.

Publicity and Photography

Groups may not imply that their use of Library space is sponsored, co-sponsored, or endorsed by Valley of the Tetons Library. Publicity materials must correctly reference the Library using its full name or approved acronyms.

By using reservable spaces, users consent to the possible inclusion of their image in Library marketing or public relations materials, in accordance with the VTL Filming and Photography Policy.

Fees

All applicable use fees must be paid in advance. Fees are assessed without regard to the content of the proposed use and are forfeit if the room is not canceled in advance of the reservation.

A Board-adopted fee schedule establishes charges for reservable spaces and may include additional fees for equipment, staff time, cleaning, or repairs. Fees may distinguish between for-profit and not-for-profit users, as determined by the Library Director. Entry and participation fees are not permitted at for-profit events or meetings with the exception of tutoring, telehealth and other approved uses approved by the Library Director.

If extraordinary cleaning, repair, or furniture reconfiguration is required, the reserving individual or group will be charged no less than \$25 per hour.

Authority and Administration

The Library Board of Trustees authorizes the Library Director to establish procedures and guidelines to implement this policy. This policy supersedes all prior reservable spaces policies upon adoption.

Legal review completed. Revised and approved by the Valley of the Tetons Library Board of Trustees on January 15, 2026.



Space-Specific Guidelines

Meeting and Study Rooms

- Reservations are accepted on a first-come, first-served basis up to one month in advance.
- Individuals or groups may reserve one room per day for up to two hours.
- Walk-in use is permitted when rooms are not reserved.
- Rooms may only be used during Library open hours and must be vacated 15 minutes prior to closing.
- Check-in at the circulation desk is required. Reservations are held for 15 minutes past the start time.
- Rooms must be left clean and orderly. Light snacks and covered beverages are permitted in accordance with the Behavior Policy.
- Changes to Library equipment configuration or wiring are not permitted.
- Use of Library A/V equipment like a projector or OWL conference camera requires that the reserving individual be the primary user and complete an orientation with staff.
- Library staff may assist users with basic access to and setup of Library technology for appointments or sessions. Once setup is complete, staff will exit the space to support user privacy. Library staff are not healthcare professionals and are not trained in HIPAA compliance; assistance is limited to general technical support for Library spaces and equipment.

Makerspace Kitchen

- Reservable during regular open hours, except for Library use.
- Two-hour reservations may be made up to one month in advance, once per week, with staff approval. Reservations require a minimum of 48 hours advance notice.
- A maximum of six people may use the kitchen at one time. An adult or qualified chaperone must be present.
- A designated project leader is responsible for the reservation, supervision, and compliance with guidelines.
- Users must clean the kitchen thoroughly after use, following posted checklists.
- Food preparation activities receive priority. Non-edible projects are permitted with adult supervision.
- Users assume responsibility for food safety, sanitation, and awareness of food allergens associated with their activities.

Makerspace Audio Studio

- Reservable during regular open hours, except for Library use.
- Two-hour reservations may be made up to one month in advance, once per week, with staff approval. Reservations require a minimum of 48 hours advance notice.
- A maximum of four people may use the studio at one time.
- Recording and music-related activities take priority.
- When not reserved, use is limited to 30 minutes.
- Food and beverages are not permitted.



Makerspace Glowforge / Laser Printer

- Reservable during regular open hours, except for Library use.
- Two-hour reservations may be made up to one month in advance, once per week, with staff approval. Reservations require a minimum of 48 hours advance notice.
- One user may operate the equipment at a time.
- Users must comply with all Makerspace safety rules and prohibited materials lists.
- When not reserved, use is limited to 30 minutes.
- Food and beverages are not permitted.

Reservable Spaces Fee Schedule

	Driggs Large Mtg. Room Capacity: 8 ppl	Driggs Small Mtg. Room Capacity: 6 ppl	Victor History Room Capacity: 8 ppl	Victor Lower Level Capacity: 25 ppl	Makerspace Kitchen Capacity: 6 ppl	Makerspace Audio Studio Capacity: 4 ppl
When no fee for attendance is being charged per event/meeting: Not-for-profit groups, educational entities, and government agencies	Free	Free	Free	Free	Free	Free
When fees for attendance are being charged: Not-for-profit groups, educational entities, and government agencies	\$25/hour	\$25/hour	\$25/hour	\$25/hour	\$25/hour	\$25/hour
For-profit groups: Entry fees not permitted at for-profit meetings/events	\$25/hour	Free	Free	\$25/hour	\$25/hour	\$25/hour
If any janitorial service is required to stack or restack furniture, or do any extraordinary cleaning or repair, the organization or person reserving the room will be liable for a fine of not less than \$25/hour.						

Room amenities and layouts are posted online at <https://valleyofthetetonlibrary.org/reserve/>

