Durango Public Library Meeting Rooms - Quick FAQ

Full Meeting Room Policy can be found HERE Capacity and Seating Charts HERE

Is there a fee to use the meeting rooms? Yes, see hourly rate table below:

Type of Organization	Room 1 or 2	Room 1 & 2 Combined	Catering Kitchen	Room 3	Storytime Room**
Max Occupancy	108	216	n/a	15	50
Non-Profit *	$20	$40	$10	$15	$15
For-Profit	$30	$60	$10	$25	$25
*Non-profits need to provide a copy of their paperwork verifying their legal non-profits status					
** Room contains child sized furniture, limited availability					

How far in advance can a room be reserved? Up to 12 months in advance of the date of the event. Payment is due within 10 business days of invoice date. When possible make your reservation at least 2 weeks in advance of your event or meeting. Library meeting rooms book up very quickly.

If I have to cancel my reservation can I get a refund? A minimum of 10 days' notice is required in order to provide a refund, there is a $5 refund processing fee.

Can I sell items or charge fees during my event? To conduct sales or fundraising you must obtain and show proof of a City of Durango business license at least 7 days prior to the event. To obtain a business license, contact the Durango City Clerk's Office at 970-375-5010.

Are food and drink allowed in the rooms? Yes, food and non-alcoholic beverages are allowed in the rooms at any time. You are also welcome to use a licensed catering service at your event, the library can provide a list of catering firms that are familiar with our rooms and catering kitchen setup.

 Is alcohol allowed in the rooms? If alcohol is to be served at an event that is open to the public, a City liquor license must be obtained before the event can be held and proof of the liquor license must be presented to the library at least 10 days prior to the event. Contact the City Clerk's Office at 375-5010 for more information.

If it is a **private event**, a liability insurance certificate must be obtained and a copy given to the library before the event is held. Contact Jerry Harms, City Safety Officer at 375-5055 for more information.

Is there an additional cost for audio/visual equipment? No, all rooms come equipped with projector, Windows laptop, and sound system capability. Presenters should plan to bring their own VGA adaptor if bringing a MAC. The Library has a few adaptors for MAC, but best to bring one known to work with your own MAC.

Will the library advertise my event on their web calendar? Our calendar of events, website, and newsletters are used to promote library sponsored events only. If the library is a co-sponsor we can add the event to our calendar.