

Belen Public Library

Meeting Room Policy

Purpose

The Library Lecture Hall is available for public non-profit, civic, cultural or educational gatherings when the room is not being used for its primary purpose: library activities.

Examples of permitted public gatherings

Public programs sponsored by a government agency or non-profit organization and programs of special interest, such as collectors or hobbyists are permitted. Private social events such as birthdays, wedding receptions, or funerals are not permitted. Meeting room facilities are available for lawful public use on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Permission by the Library to use its facilities does not constitute an endorsement by the Library staff or the Library Board.

Guidelines for Use

1. All meetings must be free and open to the public. Fund raising events of any kind are not permitted unless the event is Library sponsored.
2. Reservations of meeting rooms may be made up to three months in advance. Use is granted on a first-come, first-served basis. Cancellations must be made with 24 hours notice.
3. Library sponsored events have priority in the use of meeting room space. The library reserves the right to reschedule confirmed meeting room reservations to accommodate library-sponsored programs and events.
4. The name, address or phone number of the Belen Public Library may not be used as the official address or headquarters of any organization without permission of the Library.
5. No alcoholic beverages may be served. For the sake of public safety, groups planning refreshments must agree that all food will be prepared in a commercially approved kitchen or prepackaged.
6. Groups of children are welcome to use the room, but application must be made by an adult and sufficient adult supervision of the group must be maintained at all times.
7. The library does not provide storage space for groups using the room; therefore, any food, beverages or personal items left in the meeting room on the day following a meeting will be discarded. The meeting room should be left in good order, as it was found.
8. The Library Board of Trustees reserves the right to review any or all applications and may demand sufficient time to make proper investigation of a request before granting approval.

9. Arrangements for special audiovisual equipment or specific seating arrangements must be made at the time of reservation with the Library staff. The Library assumes no responsibility or liability for audiovisual equipment, instruments, etc. provided by groups using the premises.
10. Meetings held within normal Library hours must adjourn 15 minutes before normal closing times. Meetings held after normal operating hours will be assessed a fee of \$25 for each hour, or part of an hour, after normal closing times.
11. Payment shall be made for any damage to or loss of property or for any special janitorial fees resulting from use of the room, such as special trash removal or cleaning of stains and spills.
12. Maximum capacity of the area is 125 persons as set by the Fire Marshal. Groups using the facility are responsible for seeing that attendance does not exceed this number.
13. All groups, clubs, entities or individuals using a library meeting room must comply with these and all other Belen Public Library rules. Failure to comply with the rules may lead to immediate termination of the meeting, exclusion of individuals from library premises pursuant to the rules, and/or loss of future meeting room use privileges.

**Belen Public Library
333 Becker Avenue
Belen, NM 87002
(505) 864-7522**

FACILITY USE APPLICATION

Name of Group/Organization _____

Address _____

Contact Person _____

Phone Number _____

E-mail _____

Requested Date and Time of Use _____

Purpose _____

By submitting this application you agree to all Guidelines for Use of the Belen Public Library Meeting Room Policy. Failure to comply with the rules may lead to immediate termination of the meeting, exclusion of individuals from library premises pursuant to the rules, and/or loss of future meeting room use privileges.

Representative/Contact Person

Date

FOR OFFICE USE ONLY:

Calendar booked ____ Sent to Director for approval ____

Approved by the Library Board of Trustees on: July 22, 2010