

City of 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 education 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. To avoid the appearance of endorsement by the library, religious and partisan political activities are not allowed.

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 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. The meeting room must be left as it was found.
6. Groups of children are welcome to use the room, but application must be made by an adult and 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 personal items left in the meeting room on the day following a meeting will be discarded.
8. The Library Board of Trustees reserves the right to review any or all applications and may demand sufficient time to make proper investigation before granting approval.
9. 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.

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

FACILITY USE APPLICATION

Name of Group/Organization _____

Address _____

Contact Person _____

Date and Time of Use _____

Purpose for Use _____

Group agrees:

Meetings held during normal operating hours must adjourn and vacate the building 15 minutes before closing time. Meetings held after normal operating hours will be assessed a \$25.00 an hour charge for non-sponsored events and must vacate the building at the designated time.

Each group is responsible for bringing their own AV equipment, setting up the room, and returning it to its original condition. Payment shall be made for any damage to or loss of property and a fee for janitorial service may be assessed if the room is not left in the condition in which it was found. This includes trash disposal, stains, and the cleaning of spills.

The library is not liable for damaged or stolen property, injuries to people or damage to property of organizations using the room. Each group is responsible for ensuring that attendance at its meeting does not exceed the maximum occupancy of 100 persons as set by the Fire Marshall.

Representative/Contact Person

Date

FOR OFFICE USE ONLY:

Calendar booked ____ Sent to Director for approval ____