

O. Event and Meeting Room Policy

The Public Lecture Hall, Teen Library, and Computer Learning Lab in the Library, and the Main Room, Old Kitchen Area, and Media Room in the Museum are available to public non-profit, civic, cultural or educational gatherings and organizations for meetings or events when the room is not being used for their primary purpose: Library and Museum activities. Public programs sponsored by a government agency or non-profit organization and non-commercial programs of special interest are permitted. Private social events, such as birthdays, wedding receptions, or funerals, and commercial activities are not permitted. Event and 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. While the Library and Museum defend the right to free speech, they do not condone hate speech and the events and meeting room facilities may not be used by groups or individuals who engage in it. The Library and Museum do not necessarily advocate or endorse the views of meetings or events held in their facilities. Permission by the Library and Museum to use its facilities does not constitute an endorsement by the Library and Museum staff, the Board of Trustees or the City of Belen.

Guidelines for Use

1. All meetings or events must be free and open to the public. No collection of admission fees, sales of products or services, or other direct fund raising activities are permitted, unless for the benefit of the Library or Museum. Library and Museum spaces cannot be used for commercial purposes. Sales by non-profit organizations must be coordinated with the Friends of the Belen Public Library or the Friends of the Belen Harvey House Museum, not with the Library or Museum directly.
2. Reservations of event and meeting rooms are granted on a first-come, first-served basis. Cancellations must be made with no less than 24 hours' notice. An Event and Meeting Room Use Application reserving the event or meeting space must be submitted prior to the event or meeting (Appendix U). The 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.
3. Library and Museum sponsored events have priority in the use of meeting room space. The Library and Museum reserve the right to reschedule confirmed event and meeting room reservations to accommodate Library or Museum sponsored programs, meetings and events. The Director has the authority to revoke or refuse the use of the event and meeting rooms.
4. The name, address or phone number of the Library or Museum may not be used as the official address or headquarters of any organization without permission of the Director.
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. No smoking is allowed. No food is allowed in the Museum Main Room or Old Kitchen Area, or in the Library Computer Learning Lab.

6. Groups of children are welcome to use the rooms, but application must be made by an adult and sufficient adult supervision of the group must be maintained at all times.
7. The Library and Museum do not provide storage space for groups using the event and meeting rooms. Any food, beverages or personal items left in the event or meeting room on the day following a meeting or event will be discarded.
8. Library and Museum staff are unable to assist with meetings or events, including greeting and directing attendees, providing office supplies, paper products or refreshments, or providing technical support.
9. Arrangements for special audiovisual equipment or specific seating arrangements must be made at the time of reservation with the Library or Museum staff. Due to staffing shortages, the Library and Museum are not able to set up or take down furniture for events or meetings. Those using the event and meeting room facilities are welcome to move the furniture, but must return it to the original locations at the end of the event or meeting. The event and meeting rooms should be left in good order, as they were found. The Event and Meeting Room Use Application must include sufficient time to setup and take down the event.
10. The Library assumes no responsibility or liability for audiovisual equipment, instruments, and other personal possessions provided by groups using the premises. These items may not be left unattended at any time during the reserved hours.
11. Events or meetings held within normal Library or Museum hours must adjourn 15 minutes before normal closing times. Meetings held before or after normal operating hours, including set-up and take down time, will be assessed a fee of \$25 for each hour, or part of an hour, before or after normal closing times. An invoice will be issued by the City of Belen (Appendix V) and must be paid before the end of the event or meeting.
12. The Library and Museum reserve the right to move any approved set-ups, displays, and other physical items placed in the facilities as needed.
13. 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.
14. Maximum capacity of the Public Lecture Hall is 125 persons as set by the Fire Marshal. Maximum capacity for the Computer Learning Lab is 7 persons. For all other event and meeting rooms, the maximum capacity is 35 persons. Groups using the facilities are responsible for seeing that attendance does not exceed this number.
15. All groups, clubs, entities or individuals using a Library or Museum event and meeting rooms must comply with these and all other Library and Museum rules, policies and procedures. Failure to comply with the rules may lead to immediate termination of the event or meeting, exclusion of individuals from Library or Museum premises pursuant to rules, policies and procedures, and/or loss of future event and meeting room use privileges.
16. The Board and Library and Museum staff do not assume any liability for groups or individuals attending an event or meeting in the Library or Museum.
17. The Computer Learning Lab must be used for tutoring or instruction purposes only. This room may not be reserved for individual use. The room must be occupied at all times during the time reserved. Reservations will be cancelled if the room is not occupied within 15 minutes of the start time. The Computer Learning Lab may be used for up to

one hour per reservation. A sign-up sheet may be used in lieu of a completed Event and Meeting Room Use Application (Appendix U) at the discretion of the Director.

APPENDIX U

**BELEN PUBLIC LIBRARY AND BELEN HARVEY HOUSE MUSEUM
EVENT AND MEETING ROOM USE APPLICATION**

Submission of a request does not guarantee request approval. Do not advertise your event until final approval is confirmed by the Library Director or designated staff. Decisions will be based upon completion of this form. See Policies and Procedures for Event and Meeting Room Use (Sect. O) and Displays and Exhibits (Section P.) for details and charges

Date: _____

Name of Group/Organization _____

- This is a: Non-profit Organization. Tax ID # _____
- School. School Name / Grade Level _____
- Government Entity. EIN# _____
- Commercial, for-profit entity.

Address _____

Contact Person _____

Cell Phone Number _____

E-mail _____

1. Requested Day and Date of Use _____ Time Begin: _____ End: _____

Note: There is a charge of \$25.00 per hour for use before or after regular open hours

2. Meeting/Event Room(s) Requested (Circle; Maximum Capacity in Parenthesis)

Library: Public Lecture Hall (125) Teen Library (35)

Harvey House: Main Room (35) Old Kitchen Exhibit Area (35) Media Room (35)

3. Non-Commercial Purpose: Meeting Event Exam Proctoring
 Exhibit (Include Exhibit Application Procedure Form)

Free? Yes / No Open to the Public? Yes / No

Brief Description: _____

4. Will Food/Drinks be served? Yes / No If yes, describe: _____

5. Equipment Needs: Podium Projector Other (specify) _____

Applicant Signature _____ Date _____

By submitting this application, I agree to all Guidelines for Use of the Belen Public Library and Belen Harvey House Museum Event and Meeting Room, and Displays and Exhibits Policy. Failure to comply with the rules may lead to immediate termination of the meeting, event or exhibit, exclusion of individuals from Library and Museum premises pursuant to the Policies and Procedures, and/or loss of future event and meeting room use privileges.

Please send completed forms to:

- 1) stephanie.wallace@belen-nm.gov (966-2606) for Belen Public Library rooms or exhibit space; or
- 2) frances.zeller@belen-nm.gov (861-0581) for Belen Harvey House Museum rooms or exhibit space

Staff Use Only: Space Available? Yes / No

Charge for Time? Yes / No Amount \$ _____ Date Collected: _____ Staff Initials: _____

Use Approved? Yes / No Date of Approval: _____ Staff Initials: _____ Date User Notified: _____