

POL-LIB-2016-09	Issue No: 1.0	March 24, 2016
Prepared By: Catherine Christmann	Page 1 of 3	Approved By: <i>Renee Frankel</i>
Meeting Room Policy		

PURPOSE:

The mission of the Thomas Branigan Memorial Library is to have a positive impact on our diverse community by providing lifelong learning and literacy. Depending on availability, non-profit community groups may reserve a meeting room at no charge for any event that is free and open to the public.

POLICY:

Meeting room reservations are prioritized for library events first, then City of Las Cruces and other government agencies second, and then all other groups. Meeting rooms may be reserved for use by educational, civic and cultural groups. The rooms may not be used by commercial groups for sales purposes. The library does not advocate for or approve viewpoints expressed in meetings or by meeting room users that are not sponsored by the library or the City of Las Cruces.

The City of Las Cruces does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, religion, age or disability in employment or the provision of services.

Criteria for use of library rooms:

1. All meetings and programs must be free and open to the public, and therefore are not designed to accommodate educational training sessions for a group's staff or membership. Items may not be sold at meetings. **For Friends of the Library exception see Programming Policy.** Library staff are permitted to monitor meetings at any time.
2. Users of library meeting rooms will ensure that all programs, services and activities are accessible to, and useable by, persons with disabilities in accordance with the Americans with Disabilities Act, including, but not limited to, equal opportunity to participate and benefit, equally effective communication for persons with speech, hearing and other impairments, integrated seating and the provision of reasonable modifications and/or accommodations and shall adhere to the City Manager's Policy 4.3 – ADA Public Communications Policy.
3. Groups are advised to provide at least 48 hour notice to reserve a room. In the event of a meeting cancellation, the group organizer must notify the library as soon as possible but not later than 24 hours in advance of the scheduled meeting. This will allow other groups the opportunity to use the space.
4. The maximum capacity for all rooms is due to City Fire Code and must be strictly enforced.
5. Food and open containers of beverages are not allowed in the meeting rooms. Bottled drinks and cups with lids are allowed. **Only Library/Friends of the Library programs are exempt from this rule.** No alcoholic beverages are allowed on City property.
6. Due to limited space, groups can reserve a room no more than twice a month and no more than three months in advance.
7. Groups must request additional equipment (projector, screen, podium, etc.) when making the reservation. Items not requested during the reservation process may not be available at the scheduled meeting time.
8. Room set up is not provided by library staff.

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9. Only library staff has permission to change the settings of projectors or the sound system.
10. The library does not provide office supplies, telephone service, copier services, or computers to groups using the meeting rooms. There are coin-operated copy machines, a pay phone, and free wireless internet access located in the library.
11. The library cannot provide personnel or resources to advertise, greet, and direct meeting attendees, or assist in handling exhibits and other materials needed by groups using the meeting rooms.
12. No smoking is allowed in the library and no candles or open flames are permitted in the meeting rooms.
13. Talking on cell phones is not allowed under the library's Cell Phone Policy. All conversations must be conducted outside the building.
14. The library shall not be responsible for articles lost, stolen or damaged; nor for personal injuries sustained on the premises.
15. Groups must clean up after their meeting and restore any furniture to its original location. Future usage will not be granted if a meeting room is damaged or otherwise left dirty or in disarray.
16. Rooms can be used only during library operating hours. Meeting room use cannot begin before the library opens, except Library and City programs. All meetings must end 30 minutes before the library closes. Library staff is required to have the building vacated and secured at the published closing time.
17. A group's reservation may be canceled if the room is needed for a library event.

Privilege of reserving library rooms will be revoked for failure to comply with the above. The person who signs the Meeting Room Agreement application is responsible for ensuring that all regulations are followed by all who attend the meeting.

PROCEDURE:

To use a library meeting room, a Meeting Room Agreement application must be completed. The applicant must acknowledge that they understand and will ensure compliance with the Meeting Room Policy. This is a requirement for all reservations.

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UPDATES		
ISSUE	PAGE	DETAILS
1.0		Policy Creation

PEER REVIEW	
Title: Library Administrator Renee Payne Frankel	Title: Library Manager Catherine Christmann
Title: Library Manager Bonnie Hobbs	Title: Library Supervisor Elise Vidal
Title: Library Advisory Board, President Ellen Young	Title: Library Advisory Board, Vice President Debora Rindge
Title: Library Advisory Board, Secretary Susan Pinkerton	Title: Library Advisory Board, Friends Liaison Susan Fletcher
Title: Library Advisory Board, Member Paula Sharon	Title: Library Advisory Board, Member Jose Aranda
Title: Library Administrative Assistant Dan Carrillo	Title: Library Advisory Board, Member Sue Patterson
Title: Librarian Senior Victoria Minnick	Title: Library Assistant Senior Tracee Waters