

Artesia Public Library  
Policy for Meeting Room Use

The meeting rooms have been provided to expand the library services offered to the community; therefore, library programs always have priority over any other use made of this facility. When not needed for library-centered programs, the rooms may be made available for limited community use. The following policies regulate community use and do not apply to library programs, city functions, or Friends of the Library events.

The meeting rooms will be available for programs and meetings of community groups and organizations whose aims are educational, cultural, and/or for civic betterment. The meeting rooms may not be used for meetings which are commercial or for-profit in their purpose. Meetings hosted by a company or individual that promote, advertise, lead to the sale of a product or service, or recruiting are not permitted. The meeting rooms may not be used for private gatherings, any purpose which is illegal, or by any group whose conduct in the library is objectionable or for which satisfactory sponsorship is not provided.

The sale of items or services will not be permitted. No admission fee may be charged, donations solicited, or a collection taken at any meeting. Contracts may not be solicited nor be entered into in the meeting rooms. Use of the meeting rooms does not constitute sponsorship or endorsement by the Artesia Public Library of points of view expressed by participants in the program. The library's name may only be used to indicate location of the program and not as a referral for information about the program.

#### Reservations

- The library reserves the right to review all applications before approval to determine whether or not that use falls within the meeting room guidelines. All decisions are at the discretion of the library supervisor.
- Reservations will be filled on a first-come, first-served basis and will not be accepted more than three months in advance.
- An adult member or sponsor of the organization will be required to read and sign the application form. The reservation will not be confirmed until the library receives the signed application form and deposit.
- A deposit of \$75.00 will be charged for each booking of the meeting room. If all conditions of the application are met, the deposit will be refunded.
- In fairness to the numerous groups in the community, the library will not accept multiple reservations that would designate the meeting rooms as a regular meeting place for any organization. Reservations for consecutive meetings must be made one at a time as each meeting is completed, and will be granted only if the room is available. No organization may use the rooms more than 9 times in a calendar year.
- In the event of a cancellation, please contact the library as soon as possible. Failure to report cancellations may result in loss of meeting room privileges.
- The library reserves the right to take photographs of events for its own records and for future promotional materials.
- Every effort will be made to honor reservations that have been properly made, however the library supervisor reserves the right to cancel a reservation for any reason.

#### Responsibility

- In accepting use of the rooms, the person making reservations will be held responsible for the proper conduct of those attending and for the expense resulting from any damage, theft, or spills.
- The Artesia Public Library shall not be responsible for articles lost, stolen, or damaged, nor for personal injuries sustained on the premises. The library cannot store equipment or materials for any group except when approved and arranged in advance with the library supervisor.

- The library will not provide personnel to assist in handling exhibits or other materials needed by groups using the meeting rooms.
- If the rooms are used for exhibits, a member of the sponsoring group must be present at all times when the room is open.
- Children and teen groups may use the room only if adult sponsors are present.
- Children attending functions are to remain under the supervision of their parents or an adult member of the group. Disruptive behavior of children in areas outside the meeting rooms will result in the forfeiture of the deposit.
- **The meeting rooms shall be left in the same condition in which they were found. Tables must be cleaned and all trash placed in trash receptacles on the south side of the building. Additional cleaning supplies (trash bags, cloths to wipe tables, or carpet sweeper) can be requested at the circulation desk. For theft, spills, or damage, the cost of repair will be billed to the person signing the application on behalf of the organization.**
- Light refreshments, covered dishes, and catered meals are allowed, provided all leftover food is removed after the meeting. No alcoholic beverages may be served. Any spills must be reported as soon as possible to the circulation desk.
- The seating capacity limits are posted in each room and must be observed.
- All meetings must begin and end as scheduled.
- There will be no smoking or open flames on library premises at any time.
- No furniture outside of the meeting room is to be moved without prior permission and nothing may be affixed to walls. The group members are responsible for the set up and break down of furniture and equipment for each function. Library staff may be consulted for questions or assistance locating what is needed for the meeting. The organizer of the event should plan to arrive first and come to the circulation desk to let the librarian in charge know that he or she is present.
- **The organizer of the event should notify the circulation desk at the conclusion of each event so that library staff can inspect and secure the meeting room. If damage occurs as a result of the room remaining left unsecure due to failure to notify the library staff, the damage will be charged the same as if the damage occurred during the meeting.**
- Library staff or representatives may enter the meeting rooms at any time and on any occasion.
- Groups wishing to make use of the meeting rooms outside of normal operating hours must make arrangements in advance with the library supervisor at the time of requesting the facility. Such requests for special access arrangements shall be granted at the discretion of the library supervisor.
- Groups who have permission to use the meeting rooms outside of normal operating hours agree to secure the outside doors and return the key through the library book drop.
- Meetings must be concluded and all persons out of the building by 9:30 p.m. While the meeting rooms may be available for set up as early as 8:00 a.m., no meetings shall be scheduled to start until after 9:30 a.m., when the library opens to the public.
- For meetings that take place after library closing, the responsible person must make arrangements to be at the library before closing and to stay in the meeting room area.
- Use of the meeting rooms may be terminated at any time if the conduct of the group, or any member of the group, is disruptive to library service, abusive or dangerous to the building, library materials, exhibits, furnishings, or individuals in the building.
- Groups which do not abide by the rules set forth here may be denied the return of their deposit and/or access to the meeting rooms in the future, at the discretion of the library supervisor.

Application for Use of Artesia Public Library Meeting Room(s)  
 205 West Quay Avenue, Artesia, New Mexico 88210  
 Phone: (575) 746-4252 Fax: (575) 746-3075

Contact person	
Address	
Telephone	
Name of organization	
Purpose of meeting	
Date of meeting	
Time of arrival for set up	
Time meeting begins	
Time meeting ends	
Time of departure after clean up	
Number of people	
Will refreshments be served?	
Requesting one or both rooms?	

Agreement

I have read and understand the rules and regulations governing the issuance of this application.

Furthermore, I, the undersigned, personally and officially for

\_\_\_\_\_ agree to abide by library regulations and assume complete responsibility for any damages or losses to the room(s). **My deposit of \$75.00 will be refunded to me provided the room is left clean and undamaged**, and if all attendees, including children, abide by the regulations for the use of the room. In case of damages, the deposit will not be returned. It is understood that no more than actual cost of repair or replacement will be charged, but such amount, if in excess of the deposit, will become immediately payable. In case of failure to clean room, I forfeit my deposit.

Signed \_\_\_\_\_

Application date \_\_\_\_\_ Receipt/Check number \_\_\_\_\_

Approved by \_\_\_\_\_ Date approved \_\_\_\_\_