



LIBRARY MEETING ROOM USE POLICY AND AGREEMENT

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Vista Grande Public Library is pleased to be able to offer space to our community members for meetings, programs and other community-oriented events. The meeting space is available on a first-come/first-served basis and library programs will always take priority over external events. We are pleased that you are interested in using this venue and ask that you read and sign the following agreement to help us maintain this space for the greatest number of people.

Requesting Space Reservations

All requests for use of library space will be reviewed by the Library Director, who will refer any requests outside of this policy to the VGPL President for review.

Authorization to use the Library's facilities does not reflect endorsement by the Library of the general or particular program, position or purpose of any persons or organizations.

HOURS OF OPERATION

Monday	closed
Tuesday	10 – 6 pm
Wednesday	10 – 6 pm
Thursday	10– 6 pm
Friday	10 – 6 pm
Saturday	10 am – 4 pm
Sunday	closed
Total of 38 hours	

CALENDAR

Closed for the following holidays:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day and day after
- Christmas Eve
- Christmas Day

The annual calendar for the upcoming year is approved by the Vista Grande Public Library (VGPL) Board of Directors. Closures owing to bad weather will be decided on a case-by-case basis and will be announced on the library recorded message and on the library website.

USE OF BUILDING

The Library has several spaces available for meetings: the library itself, the meeting room, and the tutoring cubicles. General guidelines apply to all spaces, and specific guidelines to each space. These are outlined below.

General Guidelines

Use of the building is restricted to Library-sponsored programs or approved groups subject to the following guidelines:

1. Use of facilities for Library purposes takes precedence over all other uses.
2. Group meetings must be open to the public and without admission fees.
3. Group size must be consistent with available space.
4. No alcoholic beverages may be served per Santa Fe County policy.
5. Food and non-alcoholic drinks may be served; the group holding the meeting is responsible for clean-up and any damages that may occur.
6. Library space shall not be used for entrepreneurial or commercial purposes, for the solicitation of business, politics or for fundraising.
7. The group or organization using library space will be responsible for the set up and arrangement of the meeting room for their meeting and will return the room to its original condition when finished. If there is damage that necessitates professional cleaning or repair, the cost will be passed on to the organization or group that used the room.
8. Meeting sponsors will be given a copy of this policy and asked to sign it and provide contact information as a condition of using Library facilities.

Meeting Room

1. Meeting room must be reserved in advance and is available on a first-come, first-served basis.
2. Room may not be booked for more than one consecutive day.
3. Users will not position tables, chairs or other items in such a way that they block exits or fire extinguisher.
 - By law, both exits and fire extinguisher must be accessible while room is in use.
4. If users set off alarm, they will call the Target Safe Security Company and provide the password on the code card provided with key.
 - 505-438-8128
5. One member of the group must sign and be responsible for the key.
- 6. A \$25 charge will be assessed for a lost key.**
 - Key may be locked in room upon exit.
7. Group meetings must be open to the public and without admission fees.
8. Group size must be consistent with available space and not exceed 50 attendees.
9. Food and non-alcoholic drinks may be served by an approved group; the group holding the meeting is responsible for clean-up and any damages that may occur.
10. Users will tidy room after use:
 - Clean up spills
 - If kitchenette is used attendees will restore room to original condition
 - Put trash/recycling in receptacles
 - Stack chairs along walls

11. **Meeting room users will not show movies other than home movies without prior consultation with and consent from library staff.**
12. Meeting sponsors will be given a copy of this policy and asked to sign it and provide contact information as a condition of using meeting room.

Wi-Fi Use

1. If room users need Wi-Fi for their meetings they must
 - a. Inform VGPL
 - b. Come to the library on the day before the event (if they are meeting Sunday or Monday, they may come in Friday) and check out a Wi-Fi password that will be valid for the duration of the meeting only
 - c. This password may not be given to persons outside the meeting
 - d. Any illegal use of VGPL's Wi-Fi attributed to this password will be prosecuted

Liability

The group or organization using the building will be responsible for the set up and arrangement of the meeting room for their meeting and will return the room to its original condition when finished. If there is damage to any room that necessitates professional cleaning, the cost will be passed onto the organization or group that used the room.

The Library is not responsible for accidents, injury, loss or damage to personal property of individuals or organizations.

BEHAVIOR IN THE LIBRARY

Purpose

Users are expected to behave in a manner that does not disturb or endanger other library users, disrupt the operation of the Library or endanger library materials, facilities, or premises. Users who do not follow these rules will be asked to leave or may have library privileges suspended or revoked. Library staff will contact the Santa Fe County Sheriff's Department if deemed advisable.

Library Premises

The library premises include the building, the land surrounding it and the parking area.

Behavioral Rules

Library patrons and meeting space users may **NOT**:

1. Interfere with another person's use of the Library or the work duties of library staff or volunteers.
2. Smoke in the Library.
3. Eat or drink in the library proper (covered water bottles are permitted).
4. Enter the Library without a shirt and/or footwear.
5. Play audio equipment so that others can hear it.
6. Bring animals to the Library, except those needed to assist a patron with a disability. Dogs should be leashed outside in such a manner that they do not interfere in any way with patrons entering or exiting the building.
7. Leave children 12 years old or younger unattended. Library staff will contact the appropriate authorities as needed in such cases.
8. Use a bicycle, roller skates or skateboard in the Library.
9. Solicit anywhere in the Library.
10. Bring any type of firearm onto library premises.
11. Talk loudly, make noise, use abusive or threatening language, fight or engage in any other disruptive behavior.
12. Engage in activities prohibited by the Library's internet use policy.
13. Smoke within 30 feet of the building entrance.
14. Talk on cell phones in the library. Silent use is allowed.

RULE VIOLATION, DAMAGE AND THEFT

Any person who deliberately mutilates or removes, without authorization, any part of the library collection, building, or furnishings is guilty of a misdemeanor. Legal action may be pursued.

Persons who violate listed rules or behave in a fashion that lead to legal consequences for VGPL will be held responsible.

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FACILITY USE AGREEMENT

To be signed by a representative of group using the library.

I have read, understand and agree to abide by the Library and Facility Use Policy.

Name (print) _____

Signature _____

Organization/Group (print) _____

Contact person _____

Contact phone number _____

Contact email address _____

I (have) (have not) checked out a building key.

Date _____

Signature _____

Staff use only

Facility to be used: Main Library Meeting room

Date(s) and time(s) of use: _____

Stated purpose for use

Key returned: Yes No N/A

Space condition after use: Satisfactory Unsatisfactory (describe below)
