

PORTALES PUBLIC LIBRARY

Meeting Room Policy

The public meeting room may be used for meetings if the space is not required for library purposes. Library events will be given priority over those of other organizations. Should a scheduled meeting be canceled for library purposes, your contact person will be notified a minimum of five days in advance of the reserve date.

A maximum number of three bookings per year are allowed for any person, group, or organization.

Rules for using the meeting room must be followed. A copy will be provided when making the reservation.

Who may reserve the meeting room:

The room may be reserved for use by educational, civic, cultural and governmental groups when no admission charge is made. Exceptions may be meetings sponsored by the library or an approved non-profit educational group or institution for short-term workshops, institutes, discussion groups, or forums involving small fees.

The room may **not** be reserved by commercial groups or profit-making organizations. Employee groups of commercial firms and profit-making organizations sponsoring an educational program of a non-profit nature will be interpreted as educational groups. However, management must not use the meeting as a sales or promotional type meeting.

The room may **not** be reserved by political groups. Exceptions will be made for an open public forum, where all candidates, issues, etc. are granted equal time.

The room may **not** be reserved for parties or receptions.

Room Reservations:

- Reservations will be filled on a first-come basis and should be made at least one week in advance. An adult member or sponsor of the organization will be required to read and sign a copy of the agreement. Any meeting that has not been confirmed by completing the Meeting Room Reservation Form and making the key deposit at least one day in advance of the meeting will not be scheduled.
- A deposit of \$25 will be charged for each booking. If all conditions of the agreement are met and if the room is left in good condition, the deposit will be refunded upon return of the key. **The meeting room key must be returned within one business day.** The deposit may be

claimed within 30 days of the meeting. Any deposit left over 30 days will revert to the library.

- In fairness to the numerous groups in the community, the Library will not accept reservations which would designate the Library as the regular meeting place for any organization.

User responsibilities:

1. In accepting the use of the room, the person and / or the organization making reservations will be held responsible for the proper conduct of those attending.
2. The Library and the City of Portales shall not be responsible for articles lost, stolen or damaged or for personal injuries sustained on the premises.
3. The Library cannot store equipment or materials.
4. The Library will not provide personnel to assist in handling of exhibits, arrangement of room, preparation of or presentation of the program.
5. Light refreshments only will be allowed, with all leftover food removed after the meeting. No meals or alcoholic beverages may be served. Any spills must be reported immediately.
6. Nothing may be affixed to the walls of the meeting room.
7. No smoking is allowed in or around the building.
8. The library meeting room is at full capacity with 50 guests.
9. All meetings must begin and end as scheduled.
10. The meeting room shall be left in the same condition in which it was found. For abnormal spills or damage, the cost of repair will be billed to the person signing the application on behalf of the organization.
11. It is the responsibility of the organization using the meeting room to offer and provide hearing interpreters or other auxiliary aids as needed by attendees.