

# Mancos Public Library

## Meeting Room Policy

### Policy Statement

The Mancos Public Library's (MPL) mission and strategic initiatives include creating welcoming spaces that serve the public and encourage civic engagement by offering opportunities to connect and interact. To meet these needs, MPL contains a meeting room and a study room that can be reserved by members of the public or reserved by MPL for events, activities, and meetings.

### Availability

- Library sponsored & co-sponsored events are given priority for use of the meeting rooms. Thereafter, rooms are reserved on a first come, first served basis.
- The library has two available meeting rooms:
  - The larger Meeting Room is available 7:30 AM – 9:30 PM.
  - The smaller Study Room is available during library business hours.
- Reservations can be made via the library's website or by calling or visiting the library. Applications are subject to approval. Reservations can be made up to 3 months in advance.
- Meeting Room reservations are only available to MPL card holding members
- Both rooms are available to reserve free of charge
- Permission to use a meeting room does not constitute sponsorship or endorsement by MPL

### Usage

- MPL's meeting rooms may be reserved by any group or organization, but the applicant must be over the age of 18 and remain on the premises for the duration of the room usage.
- Any request of using the library all day, for multiple days, for more than 20 attendees, or any other purpose outside of the normal scope of the meeting rooms also require approval of Director
- Commercial and business use for the purpose of sales is expressly prohibited. Fundraising is only permitted for events that benefit the library.
- Banquets, parties, religious observances, and political campaigning are not permitted uses.
- Refreshments may be served, but alcohol usage is forbidden unless given express consent from the Executive Director
- Under no circumstances will MPL staff be denied access to the meeting rooms.
- Reservations will be forfeited if the user has not arrived or contacted the library within 15 minutes of the scheduled time

## Equipment

- Equipment for in-house use includes: tables, chairs, podium, projection screen, digital projector, TV, laptop, SMART Board, microwave oven, coffee maker, meeting webcam and conference phone. Equipment requests should be made when requesting the room.
- Certain pieces of equipment may require a deposit.
- Applicants are responsible for the condition and operation of all equipment. If needed, training with equipment should be obtained from a staff member prior to room usage.

## Damages, Clean-up, and Liability

- The person or organization using a meeting room accepts full liability for any losses or damage that may occur to the facility or equipment.
- Groups using the meeting rooms are responsible for setup and cleanup of the room. Meeting rooms must be left clean and in original condition (see Meeting Room Procedure) or an additional cleaning fee of a minimum of \$40 will be charged.
- MPL is not responsible for injuries or loss of property while using the meeting rooms.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

Signed: \_\_\_\_\_

President, Board of Trustees