

Albuquerque/Bernalillo County Library System Meeting Room Policy

As a community service, meeting rooms are available for use by members of the public when not being used by the Library System. Library sponsored and co-sponsored programs have priority over all other room reservations. Rooms are available for use, within the guidelines and priorities of the "Meeting Room Policy," by all groups regardless of the beliefs or affiliations of any group or its individual members.

As a noncommercial, governmental service, the Library System reserves the right to determine if the sole or primary purpose of a meeting is for the commercial promotion or sale of any product or service and to prohibit meetings determined to be primarily for this reason.

No funds of any kind or admission fees may be solicited or collected at the Library. Sale of products or services is not permitted on Library property.

Group activities may not interfere with the conduct of library business. Activities of a vigorous or dangerous physical nature such as aerobic exercise or gymnastics classes are not permitted. Activities involving the presence or use of any firearms, live ammunition, or hazardous substances are not permitted. (This restriction is not intended to preclude use of the facilities by law enforcement personnel in the normal scope of their duties.) Meeting rooms may not be used for purposes prohibited by City, County, State, or Federal law. Meeting Room users must abide by the posted "Rules of Conduct." Attendance may not exceed posted legal capacity.

The booking of a group, and the content of its subsequent meeting, does not constitute an endorsement of, or any opinion about, the philosophy of such group by the Library or the City.

Meeting rooms are available only during the posted open hours at any location.

Requests for reservations will be acted upon within 5 business days.

Failure to abide by the Library's Meeting Room Rules may result in loss of the privilege to reserve and use meeting rooms, and may also result in the Library staff's immediate termination of such scheduled meeting and removal of such group from the Library. In addition, penalty fees will be assessed against the reserving party for failure to abide by Meeting Room Rules. The individual reserving and using a meeting room is required to have a valid library card and be in good standing with the Library System. The reserving party must be in attendance at all times during any use of the meeting room. Neither the name nor the address of any library in the Library System may be used as the address or headquarters of any organization meeting in the library.

Only Library Administration may grant exceptions to the Meeting Room Policy and Rules or deny library meeting room privileges as a result of violations of the policy and/or rules.

Approved: City Attorney's Office-June 2005. Adopted by the Library Advisory Board on August 4, 2005.