

# Albuquerque/Bernalillo County Library System

## Meeting Room Rules

1. Reservations are made through the individual library, either by phone or in person, and are scheduled on a first come, first-serve basis within adopted priorities. The following priorities (in order listed) govern the reservation of library meeting rooms:
  1. Library meetings and activities
  2. Activities co-sponsored by the Library or activities conducted by groups whose primary purpose is to support the Library.
  3. Albuquerque/Bernalillo County activities
  4. Activities sponsored by other governmental or government related entities such as Neighborhood Associations or elected officials.
  5. Activities sponsored by community based charitable and other non-profit organizations.
  6. All other activities including but not limited to commercial activities.
2. Rooms may be reserved up to 6 months in advance. No more than 12 meetings may be scheduled during that six month period. Initial reservations may be taken over the telephone or via other electronic means. The reserving party must sign the library's agreement and return it prior to the confirmation of a reservation to use the space. A signed agreement must be on file at the library to be used prior to the use of the room.
3. Any group that reserves meeting room space and fails to use the space at the specified time without notifying the Library in advance may lose the privilege of reserving library meeting rooms for up to six months.
4. Meeting rooms are available during hours the library is open. Meeting rooms must be vacated 15 minutes before the library closes. Any group or individual who does not vacate in a timely fashion may be subject to the loss of meeting room privileges for up to six months.
5. The individual reserving the room is required to have a valid library card in good standing and be at least 18 years old. This person will be designated as the responsible party and must be in attendance for the entire event.
6. The individual reserving the room will be responsible for the group's orderly conduct while using the rooms. Setup and cleanup of the tables and chairs, including returning furniture to the original locations, is the responsibility of the reserving party. Failure to leave the meeting room space in the same condition as when the group arrived will result a cleaning fee of \$25 or more charged to the reserving party and/or loss of the privilege to reserve library meeting rooms.
7. No food or drink will be allowed in the rooms without prior permission. If permission is granted, a cleaning fee may be charged.

8. Unless prior arrangements are made, and the program is co-sponsored by the library, use of the meeting room does not include use of the library's network connections or any equipment.
9. Nothing can be displayed or affixed to walls. All display materials must have prior approval. Display materials may not interfere with normal library business.
10. No funds of any kind, nor admission fees may be solicited or collected at the library. Sale of products or services is not permitted.
11. The library system does not permit groups to store their property in library buildings. No group may consider the library its permanent meeting place nor may any group use the library as its mailing address. Group activities and room use may not interfere with library business. The library system reserves the right to enforce fire codes, noise limitations or any other rule approved by the Library Board. The library establishes capacity for each room. Groups are responsible for ensuring that attendance at meetings does not exceed capacity.
12. The library reserves the right to cancel any reservation for failure to follow library rules, to preserve a safe environment, or for any emergency that may arise.
13. Library managers will determine whether or not library cards will be used to reserve study rooms and if individuals younger than 18 may reserve a study room. Otherwise, both the Meeting Room Policy and the Meeting Room Rules cover the use of study rooms.
14. Failure to abide by these rules will include fees or loss of the privilege to reserve library meeting rooms and study rooms.

I have read and agree to abide by these rules:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Fee Schedule:

1. Cleaning Fee (if necessary)                      \$25.00 or higher