

# Jemez Springs Public Library

## Library Conference Room Use Policy

### 1. Purpose

The purpose of this policy is to provide guidelines for the use of the library conference room to ensure that it is utilized in a manner that supports the library's mission while accommodating the diverse needs of the community.

### 2. Scope

This policy applies to all individuals and organizations using the library conference room, whether for private or public meetings.

### 3. Applicability of Library Patron Code of Conduct

All users of the library conference room are required to adhere to the Library Patron Code of Conduct. Violations of this policy or the Code of Conduct may result in the loss of room use privileges, charges for damages or cleaning, and/or legal action. The Code of Conduct is available in print at the library and online here: <https://jsplibrary.org/policies/>

### 4. Permitted Uses

- The library conference room is available for any group which meets all requirements of this policy. Use of the room in no way constitutes an endorsement of the group by the library.
- The library conference room may be used for an event with light refreshments, covered dishes, or catered meals, provided that all leftover food and trash is removed from the building and disposed of properly after the event.
- No commercial activities, including the sale of products or services, are permitted without prior approval.
- The occupancy rating for the library conference room is 50 people; events with 50 people or less are permitted.
- Groups may request the use of audio-visual equipment, via prior arrangement, for use by a competent operator.
- Juvenile groups (age 17 and under) must have user provided on-site adult supervision.

## 5. Prohibited Uses

- Activities which are illegal or interfere with the operations of the library are strictly prohibited.
- Smoking, vaping, incense, strong odors, pets, and open flames are not allowed on the premises. Refer to the Library Code of Conduct for additional prohibited behaviors.
- No affixing of posters, decorations, or other materials to the walls is permitted without prior written approval.
- The refrigerator is for staff use only.
- The library conference room shall not be available for reservation or rental within 30 days of a statewide or municipal election if the purpose is to discuss or influence an election outcome.
- Events with more than 50 people in the room are not permitted.

## 6. Reservations

- Priority for use of the Library Conference Room goes to Village of Jemez Springs municipal uses, including usage by Jemez Springs Public Library. The Library Conference Room is the official meeting venue for the Village of Jemez Springs Governing Body. Every attempt will be made to schedule all municipal uses two months in advance. In the rare case of emergency or other conflicts in room use needs, the Village reserves the right to rescind an approved application for use of the Library Conference Room. The Village of Jemez Springs is not liable for expenses or other losses caused by cancellations.
- Reservations are on a first-come, first-served basis and may be made up to two months in advance.
- A **Library Conference Room Request Form** must be signed by an adult sponsor of the organization or individual making the reservation. The form is available at the Village Office, Library, or for download on the library website here <https://jsplibrary.org/request-conference-room/> Once properly completed and submitted, the form will be reviewed and responded to within a week of the request. An approved request form is required prior to non-government use of the Library Conference Room.
- Reservations shall not exceed four hours per session and must conclude 15 minutes prior to the library's closing time, unless prior arrangements have been made for after-hours usage via an approved application.
- Only one reservation per month is allowed per individual or group. Additional reservations in the same month may be granted based on availability.

## 7. Rental Fees and Deposits

- During regular library hours: \$40 per 2 hours.
- Outside regular library hours: \$25 per hour. If library staff presence is required for building access or other reasons an additional \$20/hour fee will be applied for the time required.

- A refundable cleaning deposit of \$50 is required, which will be returned if no additional cleaning is necessary. Cleaning deposits are required for all non-government uses, including non-profits. If additional cleaning after an event exceeds two hours, added hours will be billed at a rate of \$25/hour.
- Rental fees are waived for verified non-profit (501-c-3) organizations, Village departments, and government agencies.

#### 8. User Responsibilities

- Users are responsible for ensuring all participants follow the Library Code of Conduct, and comply with all aspects of this policy.
- Users are responsible for ensuring the space is left in the same, or better, condition in which it was found. This includes cleaning the kitchen, bathrooms of any accidents, vacuuming the floor, cleaning tables, and removing personal items. All trash must be removed from the library and disposed of properly by the user.
- All items in the room prior to use must remain in the room. This may include chairs and tables, artwork, a/v equipment, podium, flags on flagpoles, portable air conditioner, and any other items. Tables and other items must be returned to the layout prior to room use.
- The thermostat must be adjusted appropriately for the season, lights and fans must be turned off, and the room must be secured after use.
- Any damage to the room or its equipment will result in charges to cover the cost of repairs.
- Users are responsible for returning the key to the designated lockbox after use.
- Users may not publicize their activities in such a way as to imply library sponsorship. All publicity must explicitly state that "Use of the Library Conference Room does not imply endorsement of the event or group by the Jemez Springs Public Library."
- All users must allow library staff to access the room as needed.

#### 9. Library Disclosures

- The library is not responsible for any personal items lost, stolen, or damaged on the premises.
- The library will not store equipment or materials for any group.
- The library will not provide personnel to assist with setting up or breaking down meetings or events.

Adopted by the Jemez Springs Public Library Board on 11 February 12, 2025