



Taos Public Library

Meeting Room Policy



Policy:

- Meeting room reservations are subject to cancellation with two weeks notice if the room is needed for library programming or Town of Taos use. Library or Town of Taos sponsored programming will always have first priority in scheduling.
- Meeting room may be used for educational, cultural, informational, or governmental/civic activities and may include public lectures, panel discussions, workshops and other similar functions.
- Meeting room will not be used for personal study time or social gatherings.
- Users agree to abide by all regulations of the library relating to the use of the facilities and accept responsibility for all damages caused to the building and/or equipment beyond normal wear.
- Meeting room can only be scheduled during the hours the library is open.
- There is a group limit of 50.
- The library does not allow groups to store any items in the meeting room. The library is not responsible for lost or any items left in the room.
- No pets are allowed in meeting room except registered Service dogs.
- Fire code prohibits the use of candles, incense, smudge pots, flammable materials and cooking in the room.
- There must be a clear path to emergency exit in meeting room at all times.
- Meeting room attendees may not leave children in the library under the age of 10.
- The individual making the reservation, as well as the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the facilities.
- Set up and take down is included in scheduled time. Meetings must end on time so the room can be cleared for other meetings following.

Equipment and Media:

- There is a black board/chalk board for groups to use. Dry erase markers, erasers, and chalk are not provided by library.
- There is a projection screen available. (Not to be taken out of the meeting room).
- TV, VCR, & DVD player are available and must be reserved when scheduling room. Separate form must be signed prior to use. The library does not provide operators for the equipment. The Individual requesting equipment is responsible for damages or missing equipment.
- Wireless internet access is available in the meeting room.

Food or Drinks:

- If you are providing refreshments, a \$50.00 cash deposit will be applied per meeting (alcoholic beverages not allowed).
- Responsible party must clean up spills, trash, and leave the room in the condition in which it was found or you forfeit \$50.00 cash deposit.

Charges:

- All scheduled events are charged \$15.00 per hour.
- No refund after payment has been received. A credit will be issued for one year.

VIOLATION OF THIS POLICY WILL RESULT IN REVOCATION OF ROOM USE

I have read and agree to the above policy to assume full responsibility for my organization complying with all conditions regarding the use of the Taos Public Library Meeting Room.

Print Name: _____ Phone: _____

Address: _____

Organization: _____

Date & Time: _____ **Amount Due:** _____

Signature: _____

Staff Action

\$50 Deposit paid: _____ **Deposit Returned:** _____

Comments: _____

