

## **ALICE ERICKSEN KASE MEETING ROOM USE POLICY AND APPLICATION**

The Alice Ericksen Kase Meeting Room of the Socorro Public Library is open to non-profit groups and organizations whose purpose is not illegal and whose conduct within the library is not objectionable. Use of the room is subject to the following policies and regulations. These policies do not apply to Library programs or Friends of the Library events.

### **Meeting Room Use Policy:**

1. Library sponsored and Friends of the Library sponsored activities are given priority in consideration for use of the meeting room.
2. Only meetings or gatherings should be open to the public. However, the use of the room for trainings or classes will be accepted.
3. Applications are received at the Socorro Public Library Reference Desk and will be filed and considered in order of receipt. Scheduling of the room should be done in advance, but spontaneous use may be authorized if there are no conflicts.
4. The meeting room may be reserved up to three months in advance.
5. All meetings must be free of charge. While using the meeting room, parties shall not engage in commercial or monetary activity. During the meeting no materials may be sold, nor donations solicited from the public. No money shall change hands. Contracts may not be solicited nor be entered into in the meeting room.
6. The fact that a group is permitted to meet at the public library does not constitute endorsement by the library of the group's policies or beliefs. The library is not considered a sponsor and the library's name may only be used to indicate location of the program and not as a referral for information about the program.
7. There is no telephone service in the meeting room and library staff will not take incoming calls for members of organizations meeting in the library.
8. Meetings are permitted to take place after the library has closed, but must be concluded and all persons out of the building by 9:30 PM. While the meeting room may be available for set up as early as 8:00 AM, no meetings shall be scheduled to start until after 9:00 AM when the library opens to the public.
9. For meetings that take place after library closing, the responsible person must make arrangements to be at the library before closing and to stay in the meeting room area. **Keys will not be given out and all doors lock automatically upon closing. Library staff will not be responsible for and will not be expected to come to the library to open doors after normal library hours.**
10. The scheduled group is responsible for setting up chairs and equipment prior to the meeting. The room must be vacated and all non-library equipment removed before the ending time of the reservation, and in all cases before 9:30 P.M. The room must be left in a clean and orderly condition. Any unusual expenses incurred by the library because of the meeting will be charged to the group. **If the scheduled group will need additional time to clean and reorder the room, it must be included in the application request.**

11. Refreshments may be served, but neither smoking nor the consumption of alcoholic beverages is permitted.

12. All meeting room reservations must be approved by Library Staff. If conflict arises during reservation process, the Library Director may refuse permission to use the room. At that point in process, the group may appeal the decision to the Library Board of Trustees.

I HAVE READ AND AGREE TO FOLLOW THE POLICIES AND RULES FOR  
USAGE OF THE ALICE ERICKSEN KASE MEETING ROOM.

Organization or Individual \_\_\_\_\_

Contact person's name \_\_\_\_\_

Address/Phone number \_\_\_\_\_

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

Reservation date: \_\_\_/\_\_\_/\_\_\_ Day of the week: \_\_\_\_\_

Reservation time (from) \_\_\_\_\_ (to) \_\_\_\_\_

Number of persons: \_\_\_\_\_ Refreshments:  yes  no

Equipment:  yes  no; if yes, what: \_\_\_\_\_

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**Library use only:**

Conflicts (if any) \_\_\_\_\_

Approved

Rejected, Reason

Date \_\_\_/\_\_\_/\_\_\_ Signature

Notified \_\_\_\_\_

Policy reviewed and approved by Board of Trustees on July 10, 2008.

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Please deliver the completed request form to the Library by mail (401 Park St., Socorro, NM 87801), fax (575-835-1182), or email request to [spladult@adobelibrary.org](mailto:spladult@adobelibrary.org), or deliver in person to the reference desk.