



# SANTA FE PUBLIC LIBRARY

145 Washington Avenue, Santa Fe, New Mexico 87501  
505-955-6789 FAX 505-955-6676

## MEETING ROOM POLICY

Name of Organization or Individual using room: \_\_\_\_\_

Name and phone number of person reserving room: \_\_\_\_\_

The purpose of the meeting: \_\_\_\_\_

Contact Person(s) Name: \_\_\_\_\_

Address/Telephone Number: \_\_\_\_\_

The library meeting rooms are open to individuals or groups whose purpose is not illegal and whose conduct within the library is not objectionable. The meeting rooms are not available for commercial promotions or talks. Use of the rooms is subject to the following policies and regulations.

### **POLICY:**

1. Library sponsored, Friends of the Library sponsored and City of Santa Fe sponsored activities are given priority in consideration of the use of the rooms. The following policies and regulations do not necessarily apply to the Library, Friends of the Library and City of Santa Fe programs or activities.
2. All other meetings **must** be open to the public where open participation can be a part of the meeting.
3. Meeting rooms, as well as all library property, may **not** be used for individual political campaign speeches or activities. Campaign activities are defined as those activities directly related, pro or con, to the campaign of individual political candidates or ballot issues. A meeting room may be used for a forum or study group on a political issue. Library premises may be used for non-partisan political meetings or events such as candidate's nights, which invite all candidates and are sponsored by independent organizations, (i.e. League of Women Voters). Also permissible are meetings held by elected officials to gather input or communicate with his/her constituents. Electioneering within the Library or on Library property is prohibited.
4. Meeting rooms cannot be used for religious services, but groups wishing to provide informational religious programs open to the public may do so.
5. All meetings must be free of charge. No materials may be sold, nor donations solicited, at any time by a group using the library meeting rooms. No money shall change hands in the library meeting rooms. The Library reserves the right to allow sales of items to benefit the Library, if approved in advance by the Library.
6. Meeting rooms shall not be used for private parties or events unless the event benefits the Library. The Library has the right to refuse such events.
7. Library staff will not be available to make room arrangement changes or to provide services such as operating audio-visual equipment, setting up chairs, making photocopies or handling attendee registration.
8. The fact that a group is permitted to meet at the public library does not constitute an endorsement by the library of the group's policies or beliefs.
9. **The library is not to be considered a sponsor.** The library's address may be used to indicate location of the program, but the Library is **not to be used as a referral for information about the program.** Groups may not use the Library's phone number as the organization's contact point.

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10. The booking organization or individual will be held financially responsible for any damage to library facilities and furnishings.
11. Any group or individual that fails to comply with any of these policies and rules shall be denied future use of library meeting rooms at all locations. Groups or individuals with excessive cancellations or no shows may also be denied use of meeting rooms.

**GENERAL INFORMATION**

**RESERVATIONS:**

Main Library – Reference – 955-6781  
 La Farge Library Reference – 955-4862  
 Southside Library Reference – 955-2820

**SEATING:**

Main Community Room -75 chairs, 8 folding tables  
 Main Pick Room -10 chairs, conference table  
 La Farge Community Room -50 chairs, 4 folding tables  
 Southside Community Room -90 chairs, 12 folding tables  
 Southside Café Room -24 chairs, 6 square tables

**HOURS:**

Main – 10:00 a.m. - 7:45 p.m. Monday – Thursday  
 10:00 a.m. - 5:45 p.m. Friday – Saturday  
 1:00 p.m. - 4:45 p.m. Sunday

La Farge – 10:00 a.m. -7:45 p.m. Monday – Wednesday  
 10:00 a.m. -5:45 p.m. Thursday – Saturday

Southside – 10:30 a.m. – 7:45 p.m. Monday – Thursday  
 10:30 a.m. – 5:45 p.m. Friday – Saturday  
 1:00 p.m. – 4:45 p.m. – Sunday

**RULES**

1. Meetings must end no later than fifteen minutes before closing at which time the folding chairs and tables must be put away and the room left clean.
2. Exits are to remain clear.
3. Rooms may be reserved up to one month in advance of the current date. For example, on February 10 they may be reserved up to and including March 10.
4. Programs with a noise level which disturbs other library patrons are not allowed.
5. No refreshments are allowed (except with special permission obtained in advance). Alcoholic beverages are not allowed. Library and Friends of the Library may have exceptions to the refreshments rule.
6. No smoking, no vaping, no candles, no incense, no lanterns, no fires.
7. Meetings must be open to the public and be free of charge.
8. No money may be exchanged, no materials may be sold nor donations solicited. The Library reserves the right to allow sales of items to benefit the Library, if approved in advance by the Library.

**I HAVE READ AND AGREE TO FOLLOW THE POLICIES AND RULES FOR MEETING ROOM USE.**

**Signature line** \_\_\_\_\_ **Print name** \_\_\_\_\_

**Date** \_\_\_\_\_

MAIN LIBRARY  
 145 Washington Ave. Santa Fe 87501  
 505-955-6780

LA FARGE BRANCH  
 1730 Llano St. Santa Fe 87505  
 505-955-4860

SOUTHSIDE BRANCH  
 6599 Jaguar Dr. Santa Fe 87507  
 505-955-2810