

Ruby Sisson Library Community Meeting Rooms

The Ruby Sisson Library meeting rooms are available on a first-come, first-served basis. Preference will be given to established not-for-profit organizations and noncommercial groups based in Archuleta County. Donations, especially from repeat users, are appreciated to off-set the heating, air conditioning, and building maintenance. Suggested donation is \$15 per use for the Big Meeting Room and \$5 per use for the Small Meeting Room.

Meeting Room Guidelines

- Programs held in meeting rooms must not disrupt the use of the library by others.
- Groups are responsible for setup and cleanup of chairs, tables, and any refreshments. A fee will be charged for cleaning, repairs, or replacements due to excessive damage.
- Light refreshments may be served; refreshments and serving supplies must be supplied by the group.
- Use of tobacco is prohibited everywhere in the library.
- No storage is provided for groups using the library and the library will not be responsible for anything left in the building.
- Private parties or receptions are not permitted.
- Audio-visual and computer equipment are available for use in the Big Meeting Room with prior arrangement. All technical support is the responsibility of the group booking the room.
- The library director must grant specific permission for any group wanting to charge a fee for supplies, services, or fundraising.
- Permission to use facilities does not constitute endorsement by the library. No advertisement or announcement implying such endorsement will be permitted.
- Please allow enough time for setup and cleanup.
- Please end meetings 15 minutes before library closure.

Big Meeting Room

- Capacity of up to 35 people, minimum use by 9 people.
- A maximum of 1 meeting reservation per month per group; twelve meetings per year.
- Meeting times can be 1-9 hours in length (except for Fridays and Saturdays).
- A small sink and counter space are available for use.
- 6 rectangular tables that seat 2 people per table and 2 semicircular tables that seat 1 person per table are available in this room. Together, the 8 tables can be arranged as one big meeting table.
- Additional folding chairs are available on a rack.

Small Meeting Room

- Capacity of up to 6 people, minimum use by 1 person.
- This room is **NOT** available Monday through Thursday from 1:30 pm-close.
- A maximum of 2 meeting reservations per month per group; 24 per year.
- Meeting times can be 1-3 hours in length.
- Two rectangular tables and 8 chairs are available in this room.
- Due to demand for this room, your reservation may be given to another group or individual if you are more than 15 minutes late for your reserved time.