

Policy: Use of Meeting Rooms

The Big Meeting Room and the Small Meeting Room are available in the Ruby Sisson Library primarily to support library programs and functions that further the work of the library. When not being used by the library, the rooms are available for community use for the purposes of promoting cultural, intellectual, recreational, civic, educational, or charitable exchange. Preference will be given to established not-for-profit organizations and noncommercial groups based in Archuleta County. In accordance with the American Library Association's Library Bill of Rights and its interpretation pertaining to meeting rooms, the library does not limit use of the meeting room based on the subject matter or content of the meeting or on the beliefs or affiliations of the meeting's sponsors. However, all meetings must adhere to the rules established by the Upper San Juan Library District. Failure to comply with the established rules may result in loss of future use.

In effort to provide access to meeting space for as many citizens as possible, groups and organizations may reserve the Big Meeting Room no more than one time each month and the Small Meeting Room no more than two times each month (except for library and library-related programs). A limited series of weekly or daily meetings may be scheduled at the discretion of the library director or assistant director. The meeting room may be reserved up to 30 days or 30 minutes in advance. Rules and procedures for use of the meeting room are established by the Upper San Juan Library Board of Trustees and are reviewed annually. A copy of the rules and procedures will be provided with application for meeting room use. A completed and signed application must be returned to the library director or assistant director within two business days or the reservation may be subject to cancellation.

Groups and organizations using the meeting room are required to set up for their meeting, return furniture and equipment to its original location, and leave the room clean and in good condition. The library will attempt to supply standard, nonconsumable meeting room equipment and supplies such as an easel for flip chart pads and a speaker's podium if these items are requested when the reservation is made. However, availability of equipment cannot be guaranteed, and meeting planners are encouraged to provide their own equipment. The library cannot provide consumable supplies (pens, paper). Audio-visual and computer equipment are available for use in the Big Meeting Room with prior arrangement.

Use of the meeting room does not imply endorsement, support, or cosponsorship by the Ruby Sisson Library of the activities that take place in the meeting rooms or of the beliefs of the group using the meeting room. Groups or individuals using the meeting room may not imply that the event or program is sponsored, cosponsored, or endorsed by the library in any advertising or publicity.

No selling, solicitation, or taking of orders for future purchases may occur without written permission from the library director or assistant director. No admission fees may be charged for the programs held in the meeting room. Groups or organizations failing to comply with any part of this policy or the established procedures will be denied further use of the meeting room. A library staff member may be present at any time during the meeting.

Approved by the Upper San Juan Library District on December 19, 2011.

Signature of responsible representative