

## **Meeting Room Use Policy Truth or Consequences Public Library**

Public libraries exist primarily to provide organized library services to the community. The public library has always been a free meeting place for citizens. In keeping with this tradition, our library meeting room has been designed to accommodate: 1) Public meetings sponsored by the Library, and 2) non-library sponsored community meetings and programs.

Because of limited space, a careful balance must be maintained in allocating space and staff time to non-library functions. The following guidelines have been established to govern use of this tax-supported facility.

Priority will be given to programs and meetings that are:

- Informational, educational, cultural
- Representative of varying points of view
- Of broad public interest
- Jointly sponsored by multiple community groups
- Publicly advertised
- Held during regular library hours.

The meeting room is currently not available for use outside of regular Library hours.

These restrictions apply to use of the room:

- The Library cannot host private meetings of a partisan political, religious, or profit-making nature.
- Building and staff limitations preclude the use of facilities for large training sessions, workshops, and conferences of specialized agencies, or for meetings of a particularly complex nature.
- Materials may not be sold nor fees charged without the express approval of the Library Director and/or the City Manager.
- Persons attending meetings in the Library are required to observe the regulation prohibiting smoking in the building.
- We ask that the room be left in the condition in which you found it.