



Hobbs Public Library
HOBBS, NM

MEETING ROOM POLICY

As a community service, the library's public meeting room is available for use by members of the public when not being used by the Library. Library sponsored and co-sponsored programs have priority over all other room reservations. Neither the City of Hobbs nor the Library will be responsible for any loss to personal property from fire, theft, vandalism, or any other cause, nor for the personal injuries sustained on the premises. Permission to use the meeting room does not imply Library endorsement of the aims, policies, or activities of any group.

GENERAL RULES FOR USE:

- An adult member or sponsor of the organization requesting the meeting room will be required to read and sign a copy of this policy before using the room and assumes full responsibility for any damages to the facility or equipment, which may occur because of the group's use.
- The room may be reserved by calling the library at (575) 397-9328 between 8:00 a.m. and 5:00 p.m. Monday through Friday except on holidays.
- Reservations for the meeting room may be made up to three months in advance.
- Groups using the room after 5:00 p.m. on weekdays must pick up a key BEFORE 5:00 p.m. the day of the meeting and return it by noon the following day. Groups using the room on the weekend must pick up a key by 5:00 p.m. the Friday before the meeting and return it by noon the Monday following the meeting. Keys will be checked out only to adults.
- The maximum capacity of the room is 200 persons.
- No fee will be charged for use of the room.
- Smoking is not permitted anywhere in the building, including the restrooms.
- Possession and consumption of alcohol or controlled substances is prohibited on the library premises.
- Access to the meeting room will be through the north entrance on Park Street.
- Meeting attendees will park on the street along Park, Linam, and Alston or in the parking lot on the south side of the library. Attendees may not park in the spaces used by library patrons at the front of the building on Shipp or in the staff parking lot behind the library.
- The library cannot provide supplies or personnel to assist in the preparation for or presentation of programs, nor can the library staff be responsible for accepting food delivery for meeting room.
- Tables and chairs are available. The group is responsible for setting up, rearranging, and taking down tables and chairs. Meeting room must be left clean, in good repair, and in the same condition as found.
- A responsible adult must be present at all times during the use of the room.
- In publicizing a meeting to be held, the sponsoring group must be clearly identified. Any publicity must make clear that the meeting room entrance is on the north side of the library on Park Street. Groups must not imply library sponsorship of their program or organization in their publicity. The library's phone number may not be used in any publicity concerning meetings unless it is a library sponsored event. Incoming calls cannot be forwarded by staff to the meeting room.
- If a meeting must be canceled, the library should be given 24 hours' notice.
- Failure to abide by these rules by any organization will result in the refusal of future reservations.

THE ROOM MAY BE USED BY:

- Non-profit, civic, cultural or educational groups for meetings that are open to the public and when no admission fee is charged. Incidental charges to recover photocopy costs for handouts may be collected but cannot be required for attendance.
- Government agencies, in which case meetings do not need to be open to the public.
- Commercial firms if the purpose of the meeting is to train employees. The sale or promotion of business products or services is prohibited.
- Organizations sponsoring a political event such as a legislative forum or candidate's night, which involves the invitation of all representatives or candidates.

THE ROOM MAY NOT BE USED FOR THE FOLLOWING PURPOSES:

- Social functions including, but not limited to, parties, receptions, weddings, showers, funerals or other personal celebrations, or benefits for individuals, organizations, and charities.
- The sale, promotion, endorsement or advertisement, whether directly or indirectly, of a commercial product or service. This includes organizations or businesses that intend to generate future revenue based upon free educational programs promoting products or services offered by the sponsoring party.
- Political fund raisers or rallies, or activities that advocate the election or defeat of any candidate for any office, or for the promotion or opposition of any ballot issue.
- Religious services or gatherings.

I have read the above rules and agree to assume full responsibility for my organization or group in complying with all conditions regarding the use of the Hobbs Public Library Meeting Room.

Signature _____ Date _____

PRINT NAME: _____ PHONE: _____

ORGANIZATION: _____

ADDRESS: _____

TYPE OF GROUP: Educational ____ Cultural ____ Professional ____ Political ____ Civic ____

Business: ____ Other (please specify): _____

This registration will be effective for one year from the date above. At that time, re-registration will be required.

Hobbs Public Library
509 N. Shipp
Hobbs, NM 88240
(575) 397-9328
FAX: (575) 397-1508

Adopted by the Hobbs Public Library Board

APPROVED: September 7, 2010

REVISIONS: August 6, 2013

March 7, 2017