

El Paso Public Library

Meeting Room Policy and Procedures

General

The El Paso Public Library's mission as stated in Goal 4 of the City's Strategic Plan is to enhance El Paso's quality of life through recreational, cultural, and educational environments. Those environments include Meeting Rooms at all Library locations. For purposes of this policy, "Meeting Room" refers to areas within El Paso Public Library, separate from the main public areas, whose primary function is to serve as spaces where meetings, programs, and classes can be held while the Library is open to the public. The Library's Meeting Rooms are open to organizations engaged in the educational, cultural, intellectual, charitable, advocacy, civic, religious, or political activities. Individuals and entities ("Groups") seeking to use a Meeting Room in any El Paso Public Library location must comply with all laws, city ordinances, and policies and procedures described herein. Failure to abide by this Meeting Room Policy may result in loss of access to Meeting Rooms.

1) Rules of conduct in Meeting Rooms

- a. Meeting Rooms may not be used for illegal activities.
- b. Noise level must be kept to a moderate level so as to not disturb other activities in the Library.
- c. No smoking, burning, or activity that will result in the generation of smoke or vapor is allowed.
- d. No alcoholic beverages will be introduced, served, or consumed unless approved by the City Manager in advance.
- e. Occupancy limits, as posted in each Meeting Room, will be strictly followed.
- f. Activities in the Meeting Room must not disturb the normal operations of the Library or use of the Library by patrons.
- g. No connection between the activity and the Library can be made or implied without the Department's consent. Distribution of printed materials by the sponsor or attendees of the scheduled activity shall be limited to the Meeting Room that has been reserved for the activity, and such printed materials shall not be distributed or placed in any other locations in the Library. Printed notices of the scheduled activity at the Library are not allowed unless approved by the Library Manager. If the Library Manager approves posting notice of the meeting, the Manager may restrict the time and place of such posting.

2) Procedures for reserving a Meeting Room

- a. Library staff will accept Meeting Room reservations for events during regular library hours as often as possible; however, scheduled Library programs and classes take priority over external Groups requesting to use Meeting Rooms.
- b. Reservations for one-time events should be requested and approved at least seven (7) working days in advance, and may not be requested any earlier than three (3) months in advance. The application form must be submitted to the Library Manager during Library hours where the Meeting Room is being reserved.
- c. Walk-in reservations will be accommodated on a case-by-case basis.
- d. Changes to reservations will be allowed pending the availability of Meeting Rooms and resources.
- e. Meeting Rooms may not be reserved for recurring meetings more than three (3) calendar months in advance.
- f. Meeting Room usage is subject to cancellation without notice in the event that the room is needed for City Department business or due to emergency situations.

3) Fees

Use of Library Meeting Rooms is free to all Groups except for those reserving Meeting Rooms for events which will employ an external caterer or will involve the serving of alcohol. Those Applicants must fill out a Special Events Use Agreement and provide proof of liability insurance and submit those documents to the Library Manager at least 7 business days before the scheduled event. The insurance requirements are set by the City's Risk Manager. Applicants may acquire such insurance through TULIP at <https://tulip.ajgrms.com>. In the event that an applicant provides its own insurance policy, such policy will have to be approved by the City's Risk Manager no later than 3 business days before the scheduled event. Failure to obtain approval of the insurance policy may result in cancellation of the reservation.

4) Requirements

- a. "No show" users or those who fail to cancel may be denied future use of facilities.
- b. Food and covered drinks may be served in the Meeting Rooms and in Main Library's Auditorium.
- c. Any damage to or loss of Library property will be charged to the users.

- d. Persons or groups using the Meeting Room are responsible for any and all damage during the use of the Room and for the cost of any cleaning that may be necessary as a result of the use of the Room.
 - e. The Meeting Room or Auditorium shall be cleaned by the person/group using it immediately upon conclusion of the event.
 - f. The number of tables, chairs, and equipment needed must be noted on the Application for Use of Meeting Room form. Users are responsible for set-up, take-down, and clean-up for each event.
 - g. At the conclusion of the meeting, it is the user's responsibility to notify Library staff to review the condition of the Meeting Room.
 - h. Persons using Meeting Rooms will obey all municipal laws and adhere to all Library rules and regulations and limitations and requirements imposed by this policy. Failure to do so may result in immediate termination of permission to use the Meeting Room, denial of future use of the facility until such time as the requester can establish that the policy will be followed, or both.
- 5)** The City of El Paso is committed to compliance with the Americans with Disabilities Act. Reasonable accommodations will be provided upon request.
- 6)** Questions not covered in this policy should be addressed to El Paso Public Library Administration at 915-212-3211.