

**LAS CRUCES PUBLIC LIBRARIES  
(575) 528-4028**

**MEETING ROOM AGREEMENT**

Depending on availability, non-profit community groups and others may reserve a meeting room at no charge for any event that is free and open to the public. Meeting room reservations are prioritized for library events first, then City of Las Cruces and other government agencies second, then all other groups third. Meeting rooms may be reserved for use by educational, civic, and cultural groups.

The rooms may not be used by commercial groups for sales purposes. The library does not advocate for or approve viewpoints expressed in meetings, or by meeting room users.

These rooms can accommodate a variety of public meetings and programs; however, meeting rooms may only be reserved by:

- Other City of Las Cruces Departments, and all government agencies that serve the citizens of Las Cruces
- Locally sponsored informational, educational, and cultural programs
- Meetings of local, civic, or non-profit organizations. A non-profit organization serves to benefit community members and may or may not have a 501c3 certificate

The City of Las Cruces does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, religion, age or disability in employment or the provision of services.

Meeting room use including set-up and clean-up is limited to these hours (or library operating hours):

- Monday – Thursday: 9:00 A.M. to 7:30 P.M.
- Friday – Saturday: 10:00 A.M. to 5:30 P.M.
- Sunday: 1:00 P.M. to 4:30 P.M.

**CRITERIA FOR USE OF MEETING ROOMS**

1. The applicant who requested the reservation must be in attendance for the duration of the scheduled meeting and for the check in/check out process. If the original applicant is not present, another participant may complete a meeting room reservation online to assume responsibility.
2. All meetings and programs must be free and open to the public, and therefore are not designed to accommodate educational training sessions for a group's staff or membership. Library staff/Security Guards are permitted to monitor meetings at any time.
3. Items may not be sold at meetings. For Friends of the Library exceptions, see Programming Policy.
4. Users of library meeting rooms will ensure that all programs, services and activities are accessible to, and useable by, persons with disabilities in accordance with the Americans with Disabilities Act, including, but not limited to, equal opportunity to participate and benefit, equally effective communication for persons with speech, hearing and other impairments, integrated seating and the provision of reasonable modifications and/or accommodations and shall adhere to the City Manager's Policy 4.3 – ADA Public Communications Policy.
5. Groups are advised to provide at least 48-hour notice to reserve a room. In the event of a meeting cancellation, the group organizer must notify the library as soon as possible but no later than 24 hours in advance of the scheduled meeting. This will allow other groups the opportunity to use the space.

6. Private, personal, or family functions are not permitted.
7. The meeting rooms shall not be used by organizations or groups for events whose primary objective is fundraising, unless the Library is the sole recipient of the funds.
8. Nonprofit organizations cannot use Library meeting rooms on behalf of for-profit institutions or activities.
9. Users shall not use the Library's name or image for any purpose other than to indicate the location of the meeting. The name, address, and telephone number of the Library shall not be used as the address information contact source or headquarters for meeting room use.
10. The maximum capacity for all rooms is regulated by City Fire Code and must be strictly enforced.
11. Monetary offerings cannot be collected in Library meeting rooms by any group.
12. Due to liability issues, permission to use the Library meeting rooms will be denied to any group whose primary purpose involves physical activity or exercise, including but not limited to, cheerleading, dance class, and martial arts.
13. Activities in the room must not disrupt regular Library operations including, but not limited to, soliciting, or conducting surveys, making loud noises, blocking entries, fire lanes, or walkways, etc.
14. Food and open containers of beverages are not allowed in the library. Bottled drinks, cups with lids, and small individual snacks are allowed. Only Library and Friends of the Library programs are exempt from this rule. No alcoholic beverages are allowed on City property.
15. Due to limited space, groups can reserve a room no more than twice a month and no more than three months in advance.
16. Groups must request additional equipment (projector, screen, podium, etc.) when making the reservation. Items not requested during the reservation process may not be available at the scheduled meeting time.
17. Room set up is not provided by library staff. Groups must clean up after their meeting and return any library items to its original location. Future usage will not be granted if a meeting room is damaged or otherwise left dirty or in disarray.
18. Only library staff has permission to change the settings of projectors or the sound system.
19. The library does not provide VGA or HDMI cables, office supplies, telephone service, copier services, or computers to groups using the meeting rooms. There is a coin-operated copy machine downstairs, and free wireless internet access located in the library.
20. The library cannot provide personnel or resources to advertise, greet, and direct meeting attendees, or assist in handling exhibits and other materials needed by groups using the meeting rooms.
21. No smoking is allowed in the library and no candles or open flames are permitted in the meeting rooms.
22. The library shall not be responsible for articles lost, stolen or damaged; nor for personal injuries sustained on the premises.
23. Rooms can only be used during library operating hours. Meeting room use, including set up cannot begin before the library opens, except for Library events and City programs. All meetings must end, including cleaning up, 30 minutes before the library closes. Library staff is required to have the building vacated and secured at the published closing time.
24. A group's reservation may be cancelled if the room is needed for a library event.

Privilege of reserving library meeting rooms will be revoked for failure to comply with any of the above. By submitting a request online, the requestor agrees to be responsible for ensuring that all regulations are followed by all who attend the meeting.