

## **Terms and Conditions when meeting at the Library:**

- Follow the **Behavior Rules**.
- Meetings and programs must conform to city code 39.19 concerning misuse of city property or resources for political purposes.
- Meetings and programs must be free and open to the public. Our spaces cannot be used for sales purposes.
- Our rooms are frequently used. For this reason, reservations are needed. In order to ensure the library can close on time, we ask that all meetings end and be cleaned up 30 minutes prior to the scheduled closing.
- Please let us know if any Library property gets damaged. We may bill your group for damage or cleaning.
- If you would like to use the Library's audiovisual equipment, please indicate that at the time of your reservation. We will make every effort to accommodate your request.
- We are unable to set up or take down furniture. You are welcome to move the furniture, but we ask that you return it to the formation in which you found the room.
- Library staff is unable to assist with meetings, including greeting and directing attendees, providing office supplies, paper products, refreshments, or technical support.
- If your group needs to cancel your meeting we ask that you let us know by calling (505)891-5013 ext. 3081.
- The Library Director has the ability to revoke or refuse the use of the meeting rooms.