Meeting Room Policy and Procedures
Ignacio Community Library

As part of our service to the district, Ignacio Community Library provides meeting rooms for community groups, agencies, and organizations, subject to the policies below. Permission to use the Library facilities does not constitute an endorsement by the Library of the group's beliefs or policies.

- Meeting rooms are booked on a first come, first served basis. Reservations should be made at least 48 hours prior to the meeting but no more than two (2) months in advance. For instructions on procedures for reserving a room, see "Reservations and Procedures" below.
- Programs, classes, or other activities presented by the Library or sponsored by the Library take precedence over non-Library use of the meeting rooms. Organizations located in Ignacio and the Ignacio School District have priority over organizations located outside the Library District.
- Meeting rooms may not be used for:
    - political campaigns, rallies, or caucuses
    - religious services
    - dance or music recitals
    - social functions such as weddings, family gatherings, memorial services
    - events for which admission is charged or donations are solicited, employees are recruited, or products or services are sold.
- All meetings must remain open to Library staff members.
- Meeting rooms are not generally available for regularly recurring meetings of any non-Library organization. Any exception must be approved by the Library Director.
- Individuals booking the meeting rooms must be at least 18 years of age. Teenage and children's groups must have an adult sponsor, age 18 or over, present during the entire meeting.
- The group sponsoring the meeting shall be responsible for the orderly conduct of the group and for any damage to Library property. The individual who signs the application will be considered the official representative of the group and assumes responsibility for communicating Library policy to the group.

- The Library reserves the right to change or cancel any meeting, and may reassign rooms based on the size of the group.
- The Library reserves the right to reject any application if it is determined that the group has abused its meeting room privileges.

Rooms and Equipment Available

The Ignacio Community Library offers several meeting rooms, which accommodate groups of various sizes and equipment needs. Equipment available for use in the larger rooms, such as projectors, lectern, tables, is listed on the *Room Request Form*.

- McClanahan Community Room   45
- Multi-Purpose Room (upstairs)   10
- Study Room A (upstairs)   8
- Study Room B (upstairs)   4
- Study Room C (upstairs)   4

General Rules for All Rooms

- Groups using the meeting rooms are responsible for protecting Library property. Any group leaving the room or equipment in poor condition may be charged for damages and/or denied another reservation.
- Users of the meeting rooms are responsible for setting up tables and chairs, and for cleanup, within the hours reserved.
- Alcohol, tobacco and drugs are not permitted in meeting rooms or anywhere on Library premises.
- Use of food and beverages must be approved by the Library Director.
- No pins, staples, tacks or tape may be used on the floor or walls. Only markers provided by the Library may be used on the white board and the Smart Board in the Multi-Purpose Room. Other markers may damage the boards.
- Children of those attending meetings should not be left unattended in the Library during meeting room use.
- Users must notify a Library staff member when the meeting room has been cleared. See below for instructions regarding use and closing of the McClanahan Community Room, which is the only room that may be used after the Library has closed.
- The Library reserves the right to impose additional rules or regulations upon any group.

Rules for the McClanahan Community Room

In addition to the Policies and General Rules above, the following conditions are applicable to the McClanahan Community Room:

- The library requires a $25.00 deposit, which may be used to pay for damages, cleaning, or to replace lost keys. A Library representative will inspect the room upon completion of the meeting. If there is no damage or loss, the deposit will be refunded by check within 48 hours. If the Community Room is used after the Library closes, a Library representative will inspect the room the following business day.
- Food and beverages may be served in the Community Room, but the room must be left in a neat and orderly condition. A sink, dishwasher and microwave are available in the Community Room.
- The white board in the Community Room should only be used with markers provided by the Library; other markers may damage its surface.
- A group representative must schedule an appointment to walk through the meeting room with a staff member for an explanation of equipment and systems. This walk through is to be done at least 24 hours before the meeting time. If using the Community Room after regular Library hours, a key and briefing on security procedures will be provided at this time.

Reservations and Procedures

One person shall be designated by the group to officially represent that organization and be the agent in communication with the Library. The person responsible for the group agrees to follow meeting room policies and procedures and will:

- Hold a valid Ignacio Community Library card and be 18 years of age or older.
- Sign the reservation form and fill out the request for equipment and furnishings.
- Be responsible for the participants and the facility.
- Be present for the opening and closing of the room and set the security for the room.
- Cancel a meeting room reservation as soon as possible if the meeting room will not be used.

The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought into the Meeting Rooms by any organization or individual attending a meeting.