



FARMINGTON PUBLIC LIBRARY

Program Space Policy

Approved by Library Advisory Board June 2016

Next review June 2018

Managed by Library Program Coordinator, Library Director, and/or their designee

1. INTENDED USE OF PROGRAM SPACES

- a. Farmington Public Library ("Library") includes a number of program spaces which are further described in Section 5 below. Program spaces are, first and foremost, intended for use by the Library for Library-sponsored programs and events. Solely under the terms of this policy, these spaces may occasionally be available for use by outside groups.
- b. Use of program spaces must be consistent with and not interfere with any other Library activities, including all Library-sponsored programs and events. The Library reserves first priority for use of any program space at all times, and may preempt the scheduled use of a program space. Use of Library program spaces by outside groups is extremely limited during summer months due to the Library's summer reading programs.
- c. The Library does not provide amenities and services commonly associated with reception halls, civic centers, or other facilities intended for general public use. Services are limited to access to a program space.
- d. Use of program spaces outside of regular Library hours is not permitted.

2. ELIGIBILITY FOR USE

- a. An individual wishing to reserve a program space on behalf of an outside group must be a Library card holder in good standing and must be age 18 or older.
- b. Library program spaces may only be used by nonprofit educational, civic, cultural, and governmental groups.
- c. Library program spaces may not be used for events involving commercial groups, profit-making organizations, church groups, partisan political groups, private parties or receptions.
- d. Outside groups using a Library program space may not charge a fee for attendance and may not collect donations. The sale of items may not occur on Library premises.



3. COMPLIANCE REQUIREMENTS

- a. Use of Library program spaces by outside groups requires compliance with all other Library policies, including but not limited to, Acceptable Behavior Policy, Guardian Responsibility Policy, and Internet Use Policy
- b. Use of program spaces shall be consistent with the objectives of Title VI of the Civil Rights Act of 1964. Facilities shall not be made available to any organization that practices discrimination based on race, creed, color, sex, national origin, age, sexual orientation, or handicap.
- c. The fact that a group is permitted to use a Library program space does not in any way constitute the Library's endorsement of the policies or beliefs of that group.
- d. Proof of food license and/or liability insurance may be required under the terms of this policy and user agreement (see Section 7.d. below).
- e. Library staff may attend or observe any meeting or program at any time to ensure compliance.

4. CONSEQUENCES OF NON-COMPLIANCE

- a. The Library reserves the right to deny the use or the continued use of its program spaces to any person or organization not complying with Library policies and procedures as determined by the Library Director (or designee).
- b. Non-compliance may also result in loss of deposits, which will be applied toward cleaning or repair of damages.
- c. Any user defaulting on a Library account, such as charges for any amounts owed but unpaid, including but not limited to bad checks, meeting room cleaning costs, meeting room damage or equipment damage, will be turned over to the City Attorney for legal action. The Library will not accept new bookings and will cancel existing bookings for outside groups that have invoices outstanding of forty-five (45) days or more.

5. DESCRIPTION OF PROGRAM SPACES *(listed clockwise from entrance)*

a. Multipurpose Room

- i. Maximum capacity (code) – 218
- ii. Tables and chairs – 180 chairs, 20 tables (18x60)



- iii. Preparation kitchen – Microwave and refrigerator; does **not** include dishes, utensils, coffee servers, condiments, paper products, table cloths; (use of kitchen will require additional fee, licensing, and insurance)
- iv. Microphone and assistive listening system (will require additional fee for set-up, testing, and tech support)
- v. Audiovisual systems – Motorized room darkening shades, projection screen, DVD, PowerPoint, paper flipchart with markers (will require additional fee for set-up, testing, and tech support)
- vi. Wireless internet, accessible with a valid library card, available only during library operating hours.
- vii. Foldable platform riser
- viii. 2 lecterns
- ix. South Courtyard access (prior approval required)

b. South Courtyard (Outdoor)

- i. No tables
- ii. Countertop and sink (water available only during warm weather seasons)
- iii. Electricity available (prior approval required)
- iv. No extension cords provided by library for use in outdoor spaces.
- v. Trash generated during the event must be removed from the premises by group using the space.
- vi. Use of courtyard does not include access to multipurpose room or access to public restrooms outside of library hours.

c. South Amphitheater (Outdoor)

- i. Tiered concrete seating for approximately 58
- ii. Electricity available (prior approval required)
- iii. Sound system and audiovisual equipment not available from the library
- iv. No extension cords provided by library for use in outdoor spaces
- v. Trash generated during the event must be removed from the premises by group using the space
- vi. Use of amphitheater does not include access to multipurpose room or access to public restrooms outside of library hours

d. Storytime Theater - The Storytime Theater is not available for use other than for library-sponsored programs.

e. Library Laboratory (Craft Room) - The Library Laboratory is not available for use other than for library-sponsored programs.

f. Computer Lab - The Computer Lab is not available for use other than for library-sponsored programs.



g. 24 person Conference Room

- i. 24 chairs
- ii. 3 conference tables (84x48);
- iii. Rearrangement of tables not permitted**
- iv. Magnetic dry erase board with markers and erasers
- v. Projection screen / Projector
- vi. No side tables
- vii. No provisions for food/beverages

h. North Courtyard (Outdoor)

- i. 12 patio chairs
- ii. 3 round tables (48" diam.)
- iii. Umbrellas available upon request (minimum of 48 hours prior to event)
- iv. Electricity available (prior approval required)
- v. No extension cords provided by library for use in outdoor spaces
- vi. Trash generated during the event must be removed from the premises by group using the space
- vii. Use of courtyard does not include access to multipurpose room or access to public restrooms outside of library hours

i. North Amphitheater (Outdoor)

- i. Tiered concrete seating for approximately 86
- ii. Electricity available (prior approval required)
- iii. Sound system and audiovisual equipment not available from the library
- iv. No extension cords provided by library for use in outdoor spaces
- v. Trash generated during the event must be removed from the premises by group using the space
- vi. Use of amphitheater does not include access to multipurpose room or access to public restrooms outside of library hours

j. Southwest Conference Room

- i. 10 chairs
- ii. 1 conference table (120x48); rearrangement of table not permitted
- iii. No side tables available
- iv. No provisions for food/beverages
- v. Walk-in requests for the Southwest Conference Room will be considered at the discretion of security personnel provided there is no conflict with any previously scheduled use of the room.

k. Study Rooms and Media Rooms

- i. 2-person Study Rooms (6 rooms; 2 chairs at built-in counter)
- ii. 2-person Media Rooms (4 rooms; 2 chairs at built-in counter; various media equipment)



- iii. 4-person Study Rooms (2 rooms; 4 chairs, 54" diam. round table, magnetic dry erase board)
- iv. 6-person Study Rooms (2 rooms; 6 chairs, 84x48 table, magnetic dry erase board)
- v. Study rooms and media rooms are managed by security personnel according to the Study Room/Media Room Use Policy, and are not included under the terms of this Program Space Policy.

- 1. **Grounds Surrounding Library** - Groups larger than ten (10) must obtain prior approval from Library Security personnel or Library Director. Grounds surrounding the library are closed from dusk until dawn.

6. RESERVATIONS AND SCHEDULING

- a. Reservations are accepted on a first-come, first-served basis, and may be made up to thirty (30) days in advance. An outside group may use any of the library program spaces for no more than a total of three (3) events within a twelve-month period, with the exception of study rooms and multimedia rooms, which are managed under a different policy.
- b. Each program space is limited to one non-library event per day.
- c. Each program space will be available no more than thirty (30) minutes prior to and thirty (30) minutes following the scheduled event. If other arrangements are required, group must have prior approval from Program Coordinator.
- d. To reserve a program space, a Reservation Application and Agreement must be completed and submitted to the Program Coordinator. For information about the spaces and details related to their use, please contact the Program Coordinator at 505-566-2208, between 8:00 a.m. – 5:00 p.m. Monday through Friday. Voice mail messages will be returned as soon as possible.
- e. All program space requests will be reviewed to determine eligibility and use. The Library Director (or designee) shall be the final authority in granting or refusing permission for use of library program spaces.
- f. No event will be scheduled on the calendar until a completed Reservation Application and Agreement has been signed and approved.
- g. If an event is cancelled, notification must be given twenty-four (24) hours prior to the event. Failure to notify will result in loss of deposit and may affect eligibility to reserve program space in the future.



7. FEES, INSURANCE, LICENSING

a. Cleaning and Damage Deposit

- i. A refundable cleaning and damage deposit is required for all events. Events including food and/or beverages must be held in the multipurpose room, courtyards, or amphitheaters. Refer to fee schedule (appendix 2) for details.
- ii. Payment of the deposit is required with the completed Reservation Application and Agreement.
- iii. Following the event, should condition of program space require cleaning beyond the normal routine, or should damages be incurred as a result of the event, the deposit shall be applied to the costs of the additional cleaning or damage repairs. If the deposit is insufficient to reimburse the actual costs, user shall be liable for all costs exceeding the amount of initial deposit.
- iv. Refund of the deposit, or portion thereof, will be mailed within thirty (30) days of the event's conclusion. Invoice for any additional charges is due on receipt.

b. Fees

- i. There are fees in addition to the deposit. Refer to fee schedule (appendix 2) for fees associated with use of amenities such as kitchen and staff support for equipment such as sound system, assistive listening system, audiovisual equipment, telecommunications access, etc.
- ii. Fees must be paid in full at the time the event is scheduled.

c. Liability and Insurance

- i. User shall indemnify and hold harmless the City of Farmington and the Library from any and all liability that may arise from the use of the facility for the named event, including any and all actions, claims for personal injury or death and property damage, including costs and expenses of defense of such action.
- ii. At the sole discretion of the Library, User may be required to provide the Library with a certificate of insurance, evidencing coverage liability insurance having minimum combined limits of \$1,000,000. Said certificate shall name both the City of Farmington and the Library as insured parties.



d. Food license

- i. Food items that require heating or refrigeration must be served by a caterer licensed by both the City of Farmington and the New Mexico State Department of Health. Copies of licenses must be submitted with the Reservation Application and Agreement.

8. GENERAL RULES FOR USE OF LIBRARY PROGRAM SPACES

a. Unloading, Setup

- i. The Library will not provide porter service to carry supplies, nor will the Library provide carts or dollies for the purpose of loading and unloading.
- ii. Custodial help is not available for other than normal maintenance of the program space.
- iii. Any equipment brought to the Library will be subject to prior inspection and approval by Library security personnel.
- iv. Parking – as a loading zone, parking in the circle drive is not permitted.

b. Decorations, signage

- i. Prior to the use of any Library program space the Program Coordinator must approve any signage, decorations, or literature to be displayed in the Library.
- ii. No signage may be affixed to the walls, woodwork, ceiling, or furniture.
- iii. Decorating is permitted, but certain types of decorations are prohibited. Prohibited decorations include, but are not limited to: confetti, live plants, burning candles, decorations incorporating glitter, nails, thumbtacks, staples, tape (on walls, ceilings, light fixtures, and woodwork).
- iv. All signage and decorations shall be removed from the premises at the conclusion of the event.

c. Promotion of Event at Library

- i. The Library must review all printed material, including the invitation, for approval prior to printing. The Library's name, image or logo may not be used without permission of the Library Director (or designee), and



should in no way suggest endorsement of the sponsoring organization or the event by the Library or the City of Farmington.

- ii. Promotion or advertisement on Library property is limited to the Community eBulletin board, and must comply with the Library's rules for posting.
- iii. Signage directing people to the appropriate program space will be provided by Library staff on the day of the event.

d. Food, Beverages, Catering

- i. Only capped, bottled water is permitted inside the Library. This includes the 24 person Conference Room, Southwest Conference Room, Study Rooms and Media Rooms. All other food and/or beverages must be consumed inside the vending café.
- ii. Cold light snacks and non-alcoholic beverages served in conjunction with an event are permitted only in the multipurpose room, courtyards, or amphitheaters. Full meals may not be served. Red-dye based punch may not be served at any time. Food and beverage items to be served must be approved by Program Coordinator prior to event.
- iii. Events in the multipurpose room that include food and/or beverages (other than capped, bottled water) require a kitchen usage fee in addition to the cleaning deposit and room usage fee. Refer to fee schedule (Appendix A).
- iv. Food items that require heating or refrigeration must be served by a caterer licensed by both the City of Farmington and the New Mexico State Department of Health. Copies of licenses must be submitted with the Reservation Application and Agreement.
- v. Alcohol and/or use of tobacco products, including but not limited to e-cigarettes, are not permitted, in accordance with the Library Rules of Conduct (Appendix 3).

e. Equipment and Supplies

- i. Some equipment is available according to each space (see descriptions herein). Groups or individuals may provide their own equipment for use in the reserved program space. Equipment provided by group must obtain prior inspection and/or approval by security personnel. The Library accepts no responsibility or liability regarding the use or care of



such equipment, nor will Library staff provide set-up or technical assistance.

- ii. Additional tables and chairs may not be brought in to the Library without prior approval, in writing, from Library security or maintenance personnel, to assure compliance with fire and safety codes.
- iii. The Library will not provide supplies, including but not limited to copies, pens, pencils, paper, batteries, napkins, paper plates, cups, utensils, coffee, condiments, etc.

f. Cooperation and Cleanup

- i. At the conclusion of the event the Library will expect cooperation and help with basic clean-up. Users are asked to push chairs up to tables, put litter in the trash containers, and report any problems to Library security or maintenance personnel.
- ii. At the conclusion of event the user of the program space shall:
 - 1. Immediately report any spills on tables, carpet or walls to Library security or maintenance personnel.
 - 2. Place all trash in receptacles provided. Note that use of courtyards and amphitheaters require that all trash generated during the event must be removed from premises.
 - 3. Remove all personal effects, equipment, food items, and decorations brought by group.
 - 4. Leave the program space as clean and as orderly as possible.
 - 5. Accompany security and/or maintenance personnel on final inspection of program space before leaving the premises.
- iii. At the conclusion of event the Library staff shall:
 - 1. Turn off, disconnect and remove equipment provided by Library.
 - 2. Conduct an inspection of the program space, with the user, at the conclusion of event.
 - 3. Assess charges for any special cleaning requirements of damages resulting from use of the program space.
 - 4. Return refund or issue invoice for additional charges within thirty (30) days of event's conclusion. Invoice is due on receipt.

g. Conduct

- i. A responsible adult must be present for the entire duration of the event, and must make him or herself known to Library security personnel. This



individual will be held responsible for the proper conduct of those attending the event.

- ii. Users will be admitted to and must vacate the premises at the appointed time. Meetings should be scheduled to end fifteen (15) minutes before the Library's closing time.
- iii. Library staff will not page or relay messages to individuals who are attending a function, except in an emergency situation. Individuals may not use the Library's business telephones. ~~Pay telephones are available in the lobby.~~
- iv. Use of Library program spaces requires compliance with all other Library policies, including but not limited to, Library Rules of Conduct, Guardian Responsibility Policy, Group Visit Policy and Internet Use Policy.

9. SECURITY, SAFETY REQUIREMENTS

- a. The security of your automobile is your responsibility. The Library recommends that all doors be locked and valuables not left inside.
- b. Items that are left at the Library following an event will be turned over to the security desk and placed in the lost and found. Items that are not claimed within the time specified by the Library's lost-and-found guidelines will be discarded.

10. EXCEPTIONS

- a. Events conducted or sponsored by Library are exempt from the terms of this policy.
- b. Use of Library program spaces by the Library Foundation or the Library Advisory Board for events supporting Farmington Public Library are considered library-sponsored events and are exempt from the terms of this policy.
- c. Events that are co-sponsored with the Library are exempt from the terms of this policy, but may be subject to the terms of a Library Program Agreement.

1. APPEAL PROCESS



- a. If an organization wishes to challenge a decision made by the Library pursuant to this policy, the following appeal procedure will be followed:
 - i. **Written Request:** The patron may submit a written Request for Reconsideration of the Group Visit Policy to the Library Director
 - ii. **Library Director's Review:** Upon receipt of the written request, it will be reviewed by the Library Director and one or more members of the Library staff who have responsibility for this policy. The Library Director will make a written response within twenty-one (21) days from the date that the request was submitted. The Library Director shall at that time also provide to the Library Advisory Board a copy of the request and the response



Appendix 1 - Reservation Application and Agreement

PROGRAM SPACE RESERVATION
APPLICATION AND AGREEMENT
(Please complete one form for each date/time requested)

Return to:
Program Coordinator
Farmington Public Library
2101 Farmington Avenue
Farmington, New Mexico 87401
Phone: (505) 566-2208 FAX: (505) 599-1257

Today's Date: _____ Event Date: _____ Event Time: _____

Organization Name: _____

Applicant's Name: _____

Applicant's Farmington Public Library Card Number: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Name of Program: _____ Number of attendees expected: _____

Purpose of program: _____

Will food be served? YES NO

If so, provide menu and confirm if the food will be provided by a caterer and (if so) the name and contact information for the caterer (note that copies of caterer licenses issued by both the City of



Farmington and the New Mexico State Department of Health must be attached to this application):

Appendix 1: Page 2

Room Requested: *(Check only one)*

____ **South Courtyard**

____ **South Amphitheater**

____ **North Courtyard**

____ **North Amphitheater**

____ **24 Person Conference room**

____ with projector and screen

Please note that tables **cannot** be moved in this room

____ **Multipurpose room**

The following options are **only** available in the Multipurpose room

____ With kitchen (required if food is to be served) *

____ With sound system*

____ Wireless microphone

Number of microphones needed (6 max) ____

Handheld ____ Lavalier style ____

____ Assistive listening system

____ With AV equipment*

____ DVD player

____ Overhead

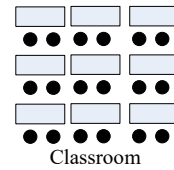
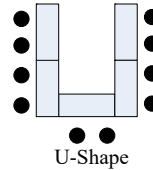
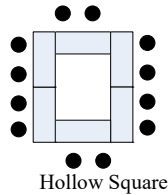
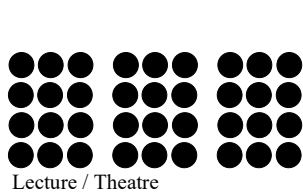
____ Projector and Screen

____ PowerPoint capability

____ Platform Riser

____ Lectern

Set up for Multipurpose room only: (circle one)



Number of tables requested _____ (maximum of 20)
 Number of chairs requested _____ (maximum of 180 or 2 per requested table)

**Additional charges will apply. Please refer to fee schedule.*

Appendix 1: Page 3

All events require a \$100 refundable cleaning and damage deposit in addition to non-refundable usage fees. Please refer to fee schedule to determine charges below:

Refundable Cleaning & Damage Deposit	_____ \$100.00
Program Space Usage Fee	_____
Kitchen Fee (Multipurpose Room Only)	_____
Sound System Fee (Multipurpose Room Only)	_____
AV Equipment Fee (Multipurpose Room Only)	_____
AMOUNT DUE	_____

Agreement:

By signing below, I am acknowledging that I have read and understand the Program Space Policy as set forth by the Farmington Public Library. I also understand that the Farmington Public Library is not responsible for any injuries or personal damage incurred by using the program space and that I am, in fact, responsible for any damages incurred against the Farmington Public Library building, program spaces, equipment and furniture. This agreement is not valid unless approved by the Library Administrator or designee. Program Space will be reserved no more than thirty (30) days before the date of the event and not until deposit and fees have been paid.

Signed _____ Date: _____

Approval: _____ Date: _____



For Staff Use:

Agreement received: _____ Posted on Calendar: _____

Library card in good standing? ___Yes ___No Age (21 or older): _____

Pre-inspection by: _____ Date: _____

Post inspection: _____
Maintenance: _____ Security: _____

Notes: _____

PRIOR TO APPROVAL:

Deposit: ___\$100.00_____

Total Fees: _____

Received: _____

Check Date: _____

FOLLOWING EVENT:

Amt to Return: _____

Date Returned: _____

Addl. Charges: _____

Date of Invoice: _____

Pmt. Received: _____

Appendix 2 – Fee schedule

Schedule of Deposits/Fees:

All fees are in addition to a \$100 refundable cleaning deposit

Space (listed clockwise, from entrance)	Seating, Furnishings	Usage Fee (non- refundable)	Prep Kitchen	Sound System	AV Equipment	Other
Multipurpose Room	218 max. capacity 180 chairs 20 tables (18x60) 2 lecterns Foldable riser	\$300	Microwave Refrigerator Sink NO dishes, utensils, condiments, paper products, etc. \$100 usage fee	Wireless microphones, assistive listening system \$50 Tech Support Fee	Projector screen DVD player PowerPoint capability \$50 Tech Support Fee	Room darkening shades Internet*
South Courtyard (outdoor)	No tables	\$100	Countertop/ Sink (water in warm	Not available	Not available	No restroom access



			weather months only)			No electricity
South Amphitheater (outdoor)	Tiered concrete seating for approx. 58	\$75	Not available	Not available	Not available	Electricity (with prior approval) No restroom access
Conference Room	24 chairs 3 tables (84x48) <i>Moving furniture not permitted</i>	\$150	Not available	Not available	Screen Markerboard	Internet*
North Courtyard (outdoor)		\$75	Not available	Not available	Not available	No restroom access No electricity
North Amphitheater		\$75	Not available	Not available	Not available	No restroom access No electricity

**Only available during library hours via wifi – library card and pin required*