

The El Paso Public Library welcomes the use of its Activity room by persons or organizations (Users) engaged in educational, cultural, civic, intellectual and charitable activities.

Activity Room Policy

In General:

Our Activity Room may be used at no charge although a refundable deposit is required. A deposit of \$50.00 for a one time visit or \$75.00 per year for a regularly scheduled meeting will be returned if users leave activity room in satisfactory condition.

Activity Room will be available during library hours only.

Library sponsored activities and the programs of the Library's affiliated Users are given priority in the scheduling of the activity room.

In order to ensure excellent customer service, the Library reserves the right to revise any meeting arrangements scheduled if necessary and to preempt established reservations upon reasonable notification to the Users.

The Activity room shall not be used in any way that materially interferes with the operation of the Library or which causes a threat to the safety of Library property or its patrons. In the event of a Library building emergency or weather-related emergency, meetings may be canceled.

Users of the Library activity room may not discriminate on the basis of race, sex, color, creed, national origin, religious belief or disability.

Responsibilities:

Activity room users will agree that:

1. The sponsoring organization will be responsible for setting up, cleaning up and returning the furniture and any equipment used to the original arrangement.
2. User may not charge admission fees and no purchase may be required of those who attend.
3. Users of the Library activity room shall not use the Library as its official address. The Library's telephone number may not be placed on publicity, as the Library is not the source of information concerning the event.
4. Storage of items owned by Users using the Public activity room will not be permitted.
5. Smoking and alcoholic beverages are not allowed in any area of the Library.
6. Users using the Library activity room must comply with all applicable State and Federal laws and regulations - such as hiring an interpreter or providing auxiliary aids required under the Americans with Disability Act when requested by the public at an open meeting.
7. Nothing may be affixed to any surfaces of the Library such as tape, staples, tacks, nails, etc. A fine will be charged and User agrees to pay for any special maintenance required and damages done to Library premises as a result of the meeting.
8. Light refreshments may be served upon approval of Library staff and must remain in the meeting area. The User of the room must provide all supplies, we do not supply paper towels. All garbage must be picked up and placed in garbage cans, bathrooms need to be cleaned and activity room needs to be swept. The deposit may not be returned if the User does not clean up the activity room prior to leaving.
9. The User is responsible for the supervision of all children who may accompany its members. Children should remain with the User or be supervised by an adult who must remain with them.
10. Library staff will not take or deliver messages for meeting participants.

The Library assumes no responsibility for private property brought into the building.

Use of the Library's activity room does not constitute Library endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsement are not permitted.

The contact person for each User is responsible for ensuring that each member of his or her group is aware of and abides by these regulations.

Reservations:

A single group may book up to twelve meetings per calendar year. For one time events the activity room may be reserved up to three months in advance, but no less than five business days in advance.

Requests for use of a activity room may be made by filling out a reservation form. The reservation form may be found in PDF format on the library website or requested in person, by telephone, or in writing from the Library during normal business hours Monday through Friday. Applicants will receive a confirmation email once the request has been confirmed. Requests will be honored on a first-come, first-served basis.

Users are responsible for notifying the Library of cancellations. If a User fails to appear without notice a second time, their reservations for the remainder of the year will be canceled and the deposit for future bookings will be refunded.

Equipment:

The Library has a limited supply of various audio-visual equipment, such as a laptop and projector, which may be used within the activity room at no fee. The equipment must be operated by a responsible adult, no children.

General Provisions:

Future use of meeting rooms may be restricted or denied for any violation of these rules.

Review Process:

User may appeal any decision of the Library under this Activity Room Policy to the Board of Trustees.

Such appeal shall be filed in writing with the Director of the Library within 10 days after notice of the decision is given to User. Such notice shall be deemed to have been given to the User when the decision is personally delivered in writing to User or when the written notice is sent to user by email or first class mail.

In the event of such an appeal, the Appeals Committee of the Board of Trustees shall hold a hearing for the purpose of hearing evidence relevant to the appeal.

Within 30 days after conclusion of the hearing, the Appeals Committee shall make a written recommendation to the Board of Trustees regarding the matter.

After receipt of the written recommendation of the Appeals Committee, the Board of Trustees shall make a final decision regarding the appeal. No new evidence shall be heard by the Board of Trustees.

The Activity Room Policy will be reviewed and revised as necessary by the Board of Trustees of El Paso Public Library.

Adopted by the El Paso Public Library Board of Trustees on October 1st, 2013