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## **Meeting Room Policy**

As a public institution, the Spanish Peaks Library District provides open access to all forms of educational, cultural and recreational information including ideas and the free expression of all points of view. In keeping with these principles, the Spanish Peaks Library District provides meeting room space for members of the local community to present and exchange points of view on subjects of all kinds.

The meeting rooms are available at no charge to all nonprofit, community and for profit/business groups, regardless of their beliefs or affiliations. Alcohol is not allowed in the meeting rooms.

Library-sponsored programs take priority over nonprofit, community and for-profit/business groups.

Granting of permission to use library facilities does not constitute endorsement by the Spanish Peaks Library District Staff or Board of Trustees. No advertisement or announcement implying such endorsement will be permitted. The District, at its sole discretion, reserves the right to revoke meeting room privileges at any time.

## **Meeting Room Guidelines**

A meeting room is provided for the community at the Spanish Peaks Library District facility at 415 Walsen Ave, Walsenburg, CO, 81089 during regular facility business hours. Accommodations can be made outside open Library hours on a case by case basis and IF we can staff the library for the extra time needed. The facility has equipment that is available for use, but must be reserved at the time the room reservation is made.

All groups are responsible for setup & cleanup.

The room can comfortably accommodate

- 25 classroom style (tables & chairs)
- 30-35 theatre style (just chairs)
- 50-60 standing room (no tables or chairs)

Meeting room reservations must be done for each calendar year.

### **Meeting Room Displacement**

Because meeting rooms are used for library programs as well; occasionally, groups may be asked to change the time of their meetings to accommodate library programs. Groups are given as much notice as possible.

Groups should notify the facility 24 hours in advance if they cancel. If a group has not arrived or called the Library District to report a delay within 15 minutes after the scheduled time, the staff may allow others to use the room.

For more information about Spanish Peaks Library District meeting rooms, cancellations, or to report delays, please call 719-738-2774. Library staff is available to take your calls Monday through Friday 9:30 am to 5 pm and Sunday 11 am to 4 pm.