



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 Spanish Peaks Library District facility at 415 Walsen Ave, Walsenburg, CO, 81089 during regular facility business hours. 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, Tuesday, Thursday 10 am to 6 pm, Friday 10 am to 5 pm, and Sunday 1 pm to 5 pm.

Meeting Room Application - 2019

Please complete this form and return it to the Circulation Desk or mail it to Library Director, Spanish Peaks Library District, 415 Walsen Ave., Walsenburg, CO 81089. If you have any questions regarding this form or reserving the Meeting Room, please call (719) 738-2774.



Today's Date:

Organization/Group Name:

Desired Date(s)	Start Time	End Time	Day of Week

- NOTE: All groups are responsible for setup & cleanup and must factor these tasks into their time.
- Groups may not come early to set-up, and all clean-up must be done before the library closes for the day.
- Room is only available during regular facility business hours: Monday, Tuesday, Thursday 10 am to 6 pm, Friday 10 am to 5 pm, and Sunday 1 pm to 5 pm.

Number of People Attending:	Will you be serving refreshments?
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The room can comfortably accommodate: 25 classroom style, 30-35 theatre style, 50-60 standing room.

Contact Information:

NAME:

Phone Number:

Mailing Address:	Email Address:
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As the authorized representative of the above-named organization, I hereby request use of the Library's Meeting Room as indicated, and have read and agree to follow the regulations set forth in the Spanish Peaks Library District Meeting Room Policy, Spanish Peaks Library District Meeting Guidelines, and the Spanish Peaks Library Patron Code of Conduct.

Signature: _____ **Date:** _____