# Library Meeting Room Use Policy

Last Updated: 11/10/26

Library meeting rooms are open to individuals or groups whose purpose is not illegal and whose conduct within the library is not objectionable. The meeting rooms are not available for commercial use. The Patron Conduct Policy must be followed when using a library meeting room. Permitted use of library rooms is dependent upon following the Library Meeting Room Use Policy and accepting the terms.

## RULES

- The following organizations have priority for use of meeting rooms in this order: 1. The Santa Fe Public Library and 2. The Friends of the Santa Fe Public Library.
- The Community Room and Café at Southside are not available for reservations on Sundays; this does not include private study rooms; private study rooms can be reserved on Sundays.
- Meetings must be open to the public where open participation can be a part of the meeting. Study room reservations are not required to be open to the public.
- Library staff cannot make room changes or provide additional services such as operating technology equipment or setting up chairs.
- All meeting rooms must be returned to their original state (folding tables and extra chairs put away, room left clean) by the organization or individual who reserved the room at the conclusion of their meeting. Enough time must be requested in the room reservation to accomplish this.
- All meetings must be free of charge. No materials or services may be sold nor donations solicited. The library may allow sales of items to benefit the library if approved in advance.
- Meetings with a noise level that disturbs other library patrons are not allowed.
- No food or drink may be offered during the meeting except with special permission obtained in advance.
- Meeting rooms and all library properties may **not** be used for political campaign activities which directly relate to an individual political candidate's campaign or ballot issues. Allowable use includes non-partisan meetings that represent multiple sides and are for informational purposes. Also permissible are meetings held by elected officials to gather input or communicate with their constituents.

- Meeting rooms cannot be used for religious services, but groups wishing to provide informational religious programs open to the public may do so.
- A group being permitted to meet at the library is not an endorsement by the library of the group's policies or beliefs.
- The library may refuse to host a meeting if extra security or expenses may be required to ensure the safety of attendees, library staff, or the library building.
- The library is not a sponsor. The library's address may be used to indicate the location of the meeting, but groups may not use the library's phone number or indicate that the library will answer questions about the meeting. Groups may not use the library's logo without the library's permission.
- The library will not cancel or change existing room reservations or scheduled library programs to accommodate other programs or last-minute requests. Program spaces are on a first-come, first-serve basis and the library can not guarantee a room will be available.
- The organization or individual reserving the room will be held financially responsible for any damage to library facilities, furnishings, and technology that occurs during the meeting.
- Any group or individual that fails to comply with any of these rules shall be denied future use of library meeting rooms at all locations. Groups or individuals with excessive cancellations or no shows may also be denied use of meeting rooms.

## HOURS

Meeting rooms are available when the library opens to the public each day (e.g. 10:00 AM) up to fifteen minutes before the library closes each day (e.g. 5:45 PM). Fifteen minutes before the library closes, meeting rooms must already be returned to their original state and vacated.

### Current Hours:

Monday: 10:00 AM – 6:00 PM

Tuesday-Thursday: 10:00 AM – 8:00 PM

Friday-Saturday: 10:00 AM – 6:00 PM

Sunday: 1:00 PM-5:00 PM (Southside only)