

Los Alamos County Library System

Meeting & Study Room Guidelines & Release of Liability

These room use guidelines are derived from the Los Alamos County Library System Policies, section 4.8, Meeting Space.

The Library is one of a number of Los Alamos County government facilities with formal meeting space available for public use. Because of the Library's commitment to the concept of free public library service, it supports the provision of library meeting space during library hours at no cost to eligible users.

Beyond use by the Library itself, or use by the County government, the Library offers the use of its meeting rooms to the public. Groups may be denied use of meeting rooms or asked to reschedule a previous room reservation if a conflict arises with a Library sponsored function.

Rooms are available for use, within these guidelines, by all groups regardless of the beliefs or affiliations of any group or its individual members. The booking of a group, and the content of its subsequent meeting or event, does not constitute an endorsement or any opinion about the philosophy of such group by the Library or the County.

Library rooms are not soundproof and should not be considered private.

General Rules for Library Room Use

- Group activities may not interfere with the conduct of library business. Not all activities may be suitable for library meeting rooms. Noise that is disruptive to library business is not permitted.
- Meeting and study rooms may not be used for purposes prohibited by law.
- Room users must abide by the [Library Code of Conduct](#) and vacate each room in the state that it was received.
- Attendance may not exceed the posted legal capacity.
- The Group or organization using a meeting room may not charge a fee, collect donations, or conduct sales in the library except as otherwise allowed in [policies 4.7, 4.8](#). Organizations that have membership dues are permitted to use the rooms.
- If a group will be using the audiovisual equipment available in a room, they must contact the library ahead of time for a training session. The library does not have the capacity to provide technical support for meetings.

Rules for Meeting Rooms

- Meeting rooms are for the use of groups of two or more people.
- The individual reserving the use of a library meeting room must have a library card and be over 18 years old.
- Library meeting rooms are limited public forums. Time, place, and manner restrictions may apply.
- Meetings must be free and open to the public.
- Meeting rooms are available only during library open hours and must be vacated 30 minutes before the library closes.
- Food and refreshments are allowed, but the room must be returned in its original state.
- Repeated no-shows may result in loss of meeting room privileges.
- The individual reserving the meeting room must agree to these guidelines and release of liability.

Study Rooms

- Study rooms are closed or non-public forums.
- Study rooms equally require a library card, but can be used by minors.
- Study rooms are only available during library open hours.
- Study rooms are available for same day usage on a first come, first served basis by checking out their keys at the service desk.
- Study rooms are not to be used for storage. If a patron intends to vacate the room for more than 15 minutes; the key or door hanger must be returned to the service desk.
- No roving (constantly going in and out of the study rooms).
- No food is allowed in study rooms. Covered drinks are allowed.

Dual Purpose Rooms

- Study Room H in Mesa Public Library and Room 1 in White Rock Branch Library are dual purpose rooms. They may be reserved as public meeting rooms.
- If the rooms are not in use for meetings, they may be used as a study room on a first come, first served basis.
- If in use as a meeting room, groups, meetings and events must follow the same guidelines as Meeting Rooms delineated above with the exception that food is not allowed in these rooms. Covered drinks are allowed.

Reservations of Meeting Rooms and Study Rooms

Patrons may request a reservation on any meeting room or dual purpose rooms (Room H in Mesa Public Library and Room 1 at White Rock Branch Library) through the library's online booking system.

Reservations requests:

- May be made up to six months in advance.
- Must be made at least 24 hours in advance.
- Will be granted on a first come, first serve basis.
- Will have a limit of 4 bookings per month.
- Will have a limit of 2 hours per booking.

Other Mesa Public Library Spaces

Note that the Mesa Public Library downstairs rotunda, Youth Services Program Room, upstairs rotunda, and Gallery/Reading Room are also closed or non-public forums. These spaces are not public meeting spaces and are intended to be used for library-related, library-sponsored, or County-sponsored programs, displays and events. They may not be reserved by the public nor used for meetings.

Release of Liability

I acknowledge and agree that all activity taking place within the room during my use is my responsibility. If reserving the room for a company/organization, I have the authority to bind the company/organization and agree to release and indemnify the County for losses, damages and liabilities as a result of this meeting room activity.

I hereby accept all risk of property damage, illness, injury or death that may be suffered by myself or meeting participants that may result from or occur during participation in the meeting room activity, and I hereby release the COUNTY, their governing body, officers, employees and representatives, estates, heirs, next of kin, and assigns for any and all claims and causes of action for loss of or damage to property of myself, or meeting participants and for any and all illness or injury to myself, meeting room participants, including death, that may result from or occur during participation in the activity, and hereby agree to indemnify and hold harmless COUNTY from and against any and all claims, liabilities, damages and costs and expenses that may arise as a result of participating in the meeting room activity.