



CITY OF RIO RANCHO

ADMINISTRATIVE POLICIES AND PROCEDURES

Library Meeting Room Policy

Chapter: 1
Article: 15
Effective: January 1, 2024

Section

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1-15-1 Title

Sections 1-15-1 through 1-15-7 of this article may be cited as the Library Meeting Room Policy.

1-15-2 Policy

The City of Rio Rancho Department of Library and Information Services provides equitable access to information services and programs to enhance literacy, encourage lifelong learning, and offer cultural experiences to the community. To this end, library meeting rooms are primarily used by the library to promote its program of service to the community.

It is the policy of City of Rio Rancho to permit the use of Library meeting and study rooms, as they are available, for gatherings of groups whose primary purpose is civic, cultural, educational or community engagement, in accordance with the rules listed below.

Access to the library's meeting and study rooms are provided without regard to race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, pregnancy or childbirth, age, disability, or veteran status.

1-15-3 Scope

This policy applies to all library rooms designated as meeting rooms or study rooms in all Rio Rancho Library facilities.

1-15-4 Applicability of Library Patron Code of Conduct

When using library meeting and study rooms, users shall abide by the Library Patron Code of Conduct, City of Rio Rancho Administrative Policies and Procedures 1-11. Violations of these policies may result in loss of library or meeting room access, billing for cleaning and damages, and/or criminal prosecution.

1-15-5 Permitted Uses

- A. Meeting rooms are available by reservation to individuals 18 years of age or older who have a library card in good standing.
- B. Study rooms are assigned for a period of two hours on a first come, first served basis and are available to individuals 12 years of age or older. Use may be extended past the initial two-hour period as availability permits.
- C. Meetings must be open to all members of the public.
- D. Meeting rooms must be cleaned and furniture returned to its original configuration prior to the end of the reservation.
- E. All conduct in the meeting rooms must be lawful and in accordance with all library policies, and building rules and regulations, including the Library Patron Code of Conduct.

1-15-6 Prohibited Use

- A. Libraries that are designated as an early voting or election day polling place for a statewide or municipal election shall not be eligible for reservation or rental within 30 days of the date of the election, when the purpose is to discuss, inform, debate or confer, in any manner, about a candidate or ballot question, or engage in any activity which may influence an election outcome regarding any candidate or ballot question pursuant to Rio Rancho City Code 39.13.
- B. Reservation holders may not charge an entrance fee to a meeting or make financial transactions on library grounds.
- C. Meeting room users may not solicit or harass Library users to attend their event in a way that would violate the Library Patron Code of Conduct.
- D. Meeting room users may not affix posters or other objects to any Library wall, including walls in the meeting or study room.
- E. Library staff may not assist with meetings, including greeting attendees on behalf of the meeting organizer, setting up the room, or providing office supplies, paper products,

refreshments, technical support, specialized assistance or security.

1-15-7 Reservations

- A. The use of the meeting rooms shall be tracked and reported regularly in a form and manner approved by the Director.
- B. Meeting room reservations require completion of the Library Meeting Room Agreement and approval by the Director or designee.
- C. Reservations may be made up to one month in advance.
- D. Reservations shall not exceed two hours per reservation.
- E. Reservations are available within library operating hours up to a half-hour before library closing.
- F. An individual or group may only reserve a meeting room in advance for one meeting per week. Additional meetings of the same individual or group within the same week will be allowed as availability permits.

APPROVED THIS 14th DAY OF NOVEMBER, 2023



Matthew B. Geisel, City Manager