



# Use of space policy

Date last revised: 10 October 2019

## Purpose

The Oaxaca Lending Library (OLL) offers space for individuals and community organizations who wish to provide a forum for activities in line with the Library Mission Statement. Any questions regarding interpretation of this policy shall be referred to the Library Manager.

## Board & Staff Guidelines

Any request for the use of OLL space for a non-OLL sponsored event must:

- Not interfere with an already existing activity
- Clearly outline how it aligns with the Mission Statement
- Must be sponsored by a Board member
- Must not be a for-profit endeavor
- Have a written Use of Space agreement
- Be included on the OLL Calendar of Events
- Not require the purchase or rental of special equipment to accommodate the activity

## Policy Guidelines

1. The Library always has first priority to schedule use of the facilities.



2. Programs that advocate religious or political views are not allowed.
3. Use of the library space does not constitute library endorsement of the philosophies, practices or viewpoints of the meeting participants.
  - i. Individuals or groups using the space must use and clearly display the following statement in all publicity for their event: "This event is not sponsored by the Oaxaca Lending Library."
4. Attendance at programs held in the Library's spaces are limited as follows:
  - i. Main salon: 52 people seated in auditorium style or 100 people standing.
  - ii. Terrace to the north of the staircase: 32 seated at tables
  - iii. Terrace to the south of the staircase: 24 seated at tables
  - iv. Terrace by the Libros Para Pueblos office: 40 people seated at tables
  - v. 100 people standing for the whole terrace.

For any activity where participants will not be seated at tables, auditorium style or standing, please outline the maximum number of participants in the individual Use of Space Agreement considering evacuation and safety concerns.

5. Third party organizations wishing to use any OLL space as a collection point for non-cash donations must get permission from the Library Manager. Space is granted depending on availability and that the



donated items will be picked up regularly.

- i. i. The OLL cannot be a collection point for cash donations, however cash donations can be received by a representative present at the OLL.

6. The Library's spaces are available for use during library hours. After hours use is not available for non-Library sponsored events.

7. Fee Guidelines:

- i. For one time use of a space a one-time donation of 15% of funds raised is the recommended donation.
- ii. For Club Meetings (Bridge, Mah-jong, Mexican Train Dominos, etc.) a donation of \$10 pesos for OLL members and \$20 pesos for non-members per person donation fee applies
  - a. Member and non-member participation must be tracked and submitted with the donation.
- iii. For meetings of groups whose intent is ultimately support of the extended Oaxaca community no donation fee applies. If the intent of the group changes, fees may apply.
- iv. As a meeting space for the purposes of for-profit business on an individual basis (teaching, tutoring, immigration services, small workshops, etc) where the meeting is longer than 30 minutes, free use can be enjoyed if at least one party is a member of the OLL or have an annual advertisement in the e-blast for the same services. Space will be limited to one table on the terrace or in the main salon.



8. For all use of space occurrences, the agreed donation contribution must be submitted to the Circulation Desk after each event with the tracking sheet.
9. The meeting spaces are part of the library facility and as such are under the supervision of the library staff and volunteers. Groups using the space will be afforded as much privacy as possible; however, library staff & patrons reserve the right to enter as necessary.
10. The setup of the space is the responsibility of the user(s); these spaces must be put back to their original arrangement (or a different arrangement if requested); and all spaces must be vacated at the agreed time.
11. Cancellations must be made 14 days in advance by all parties.
12. All OLL policies apply in all instances (Statement of Civility, Smoking, Pet, etc.).
13. Groups are responsible for bringing their own supplies and will not ask library staff to provide needed supplies.
14. OLL Spaces (Bodegas, closets, stairwells, etc.) are for the explicit use of the OLL. Arrangements to leave items at the OLL must be discussed and agreed either at the onset of the agreement for the Use of Space or subsequently with the Library Manager.
15. Loud talking or other loud sources of noise are not allowed



to extend beyond the meeting space. CD players, microphones, and other electronic devices may be used, but the sound must be contained within the reserved spaces.

16. Food and drinks are allowed for an individual or to share with the group. No outside catering is permitted.
17. If an individual or organization does not comply with this Use of Space Policy, Library staff or the Board of Directors reserves the right to cancel any existing reservation or deny use in the future.
18. All complaints must be addressed in writing to the Library Manager referencing the breach of the specific clause in this policy.