



Use of facility policy

Date last revised: 11 August 20166

In keeping with the Oaxacan Lending Library's goal of fostering a sense of community in a welcoming environment, spaces in the OLL are available for use by community and non-profit groups and clubs for informational, educational, cultural and entertainment gatherings and programs when not needed for library purposes. Use is granted on equal terms to all, provided that the group complies with the policy guidelines as stated. The OLL reserves the right to deny use based on the availability of space, staff coverage, and frequency of use.

Requests for use are considered on a first-come, first-served basis and subject to the following procedures and guidelines:

- Meeting areas are available during the library's regular service hours.
- Private social events (parties, bridal showers, weddings) are not permitted.
- The OLL does not supply any materials for meetings.
- All persons attending meetings are subject to the Oaxaca Lending Library Statement on Civility.
- For each meeting or program, participants are requested to make a 20 peso per person donation to the OLL to defray the costs of the use of the space.
- If the organization or group pays for an instructor/facilitator, that fee is the group's responsibility, separate from the 20 peso per person requested donation to the OLL.
- Fees will only be waived by the authority of the President of the



OLL.

- Information about the meeting/event will be available in the regular OLL update if there is sufficient advance notice.
- Children and Minors must be supervised at all times by the adult(s) responsible for the room/area reservation.
- Tables and chairs may be rearranged for meetings, but the area/ space must be returned to its original condition afterwards. The area will be swept and excessive rubbish must be removed from the OLL.
- The OLL is not responsible for damage or loss of property of meeting organizers or their attendees.
- If there is any damage to any room or equipment that necessitates professional cleaning or repairs, the group members/participants will be held responsible for all associated costs.