

Alamosa Public Library  
300 Hunt Avenue  
Alamosa, CO 81101

### **Study and Meeting Room Policy**

Alamosa Public Library offers several study and meeting rooms for public use. These are:

- Small group study rooms - Two rooms which accommodate up to four people each.
- The Local History Room - Houses the Alamosa Public Library's Local History and Genealogy collections, and can accommodate up to eight people. This room contains a section of the Library collection and access to this collection should be considered when making reservations.
- The Story Room - Used for Alamosa Public Library programs and available for public use by special request **only**. This room is a flexible space and capacity is dependent on room setup and age of participants.

### **Purpose**

The study and meeting rooms are to be used by groups or individuals for study, discussions, tutoring sessions, meetings and other similar activities for limited periods of time. In order to provide equal access to the study rooms and to protect the rooms, users are required to abide by the guidelines in this policy.

In accordance with Colorado Law SB24-216:

- The Alamosa Public Library makes its facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- The Alamosa Public Library prohibits discrimination based on age, background, political or religious views, origin, disability, race, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin or ancestry in the use of its meeting spaces.

## **Registration/Reservation**

The study and meeting rooms are available on a first-come, first-served basis. The user must register either at the Circulation/Reference Desk or by phone to use the room. The responsible person must provide a valid phone number. This person will be responsible for the condition of the room during its use.

Reservations for a room may be made up to one month in advance.

Reserved rooms will be held for 10 minutes only before being released for general use. When the room is vacated, the responsible person must check out with the librarian on duty at the Circulation/Reference Desk.

If there are no pre-existing reservations, a room may be used by anyone, provided they leave a phone number at the desk.

The Story Room is available at the discretion of the Children's Librarian and the Library Manager for special events and groups, and is used primarily for Library programs. Patron ability to reserve this room is not guaranteed.

## **Availability and Time Limits**

To facilitate use of the rooms during busy times, there is a two-hour limit for each group when others are waiting. Use of the room for longer than two hours may be permitted at the discretion of library staff, if no one else is waiting to use the room.

All rooms are to be vacated 15 minutes prior to Library closing time regardless of when the patron began using the room.

### **General Rules:**

- General Library rules and policies apply in the study rooms.
- Tables and chairs are available at each location. No other equipment is provided. The Internet can be accessed using the Library's Wi-Fi network. Furniture may not be removed from nor added to the room without staff approval. Users may bring in their own equipment, within reason.
- Capacity is not to exceed the room's stated limit without staff approval.
- Groups should remain in the room. Vacating the room for 10 minutes or more will be considered the end of the reservation.
- Personal belongings should not be left unattended in the room.

- The Library is not responsible for the loss of or damage to personal items.
- Nothing may be affixed to the walls, windows, ceiling, or doors without staff approval.
- Groups should keep the door closed to avoid disturbing other customers.
  - Rooms are not soundproof so noise is to be kept to a minimum.  
Complaints reported by other patrons about excessive noise may result in suspension of further study room privileges.
- NO FOOD is allowed in the rooms without special staff permission and only drinks with secure covers are permitted.
  - All trash is to be placed in a designated trash receptacle. Any spills or damages must be reported immediately to the staff at the Circulation/Reference Desk.
- Any kind of soliciting or harassment of Library Patrons or staff is not permitted.
- Misuse of a study room may result in denial of future use or suspension from the Library.

Approved by the Library Board  
May 27, 2025