

****FOR DISCUSSION****

**THE INTENT OF DEVELOPING A POLICY FOR THE USE OF SPACE
IS TO ASSIST THE STAFF, THE BOARD AND THE COMMITTEES
WITH CONSISTENT, FAIR DECISION MAKING RELATED TO
NON-OLL SPONSORED ACTIVITIES THAT REQUEST TO TAKE
PLACE AT THE OLL, AS WELL AS SUPPORT THE ONGOING
MANAGEMENT OF THE USE OF THE OLL SPACE**

Oaxaca Lending Library

Use of Space Policy – Main Salon and Terrace

Policy & Agreement

Draft – Version 3

September 11, 2019

Purpose:

The Oaxaca Lending Library 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.

Policy Guidelines:

1. The Library always has first priority to schedule use of the facilities.
2. Programs of a religious or political advocacy nature 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 and 100 people standing.
 - ii. Terrace to the north of the staircase: 32 seated

- iii. Terrace to the south of the staircase 20 seated
 - iv. Terrace by the Libros Para Pueblos office. 40 people seated.
 - v. 100 people standing for the whole terrace.
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 the expectation is the donated items be picked up regularly.
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:
- For one time use of a space a one-time donation of 15% of funds raised is the recommended donation.
 - For Club Meetings (Bridge, Mah-jong, Mexican Train Dominos, etc.) a \$20 peso per person donation fee applies
 - For meetings of groups whose intent is ultimately connection with or support of the extended Oaxaca community (Intercambio, Cree y Comparte, etc.), no donation fee applies. If the intent of the group changes, fees may apply.
 - As a meeting space for the purposes of for-profit business on an individual basis (teaching, tutoring, immigration services, 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.
 - If a for-profit service is provided on an ongoing basis (yoga, workshops, etc), the Board and the service provider will agree to a per person donation of \$50 pesos per attendee. Member and non-member participation must be tracked and submitted with the donation. The higher donation is in consideration of higher administrative requirements ongoing activities generate.
8. 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.
9. The setup of the space is the responsibility of the user(s); these spaces must be put back to their original arrangement; and all spaces must be vacated at the agreed time.

10. For all use of space occurrences, the agreed donation contribution must be submitted to the Circulation Desk after each event.
 11. Cancellations must be made 7 days in advance.
 12. All Oaxaca Lending Library policies apply in all instances (Statement of Civity, Smoking, Pet, etc.).
 13. Groups are responsible for bringing their own supplies and should not ask library staff to provide needed supplies.
 14. 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.
 15. 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.
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This agreement attempts to set out guidelines regarding the use of OLL space for any club, group or individual related to non-library sponsored activities.

Describe how the activity aligns with the OLL Mission Statement:

Name of Group/Individual/Club:

Contact Phone:

Email:

Date(s) and Time(s) required:

If ongoing, contract expiry date:

OLL Space Requested:

☐ Main Salon

☐ Rooftop Terrace: (indicate which space or spaces)

☐ Other: please describe:

(Insert signature block once finalized)

(Insert approval matrix once determined.)