

Manitou Art Center Public Use of Event and Meeting Space

MAC BOARD POLICY

The Manitou Art Center (MAC) has gallery/event space and meeting rooms available for public use. The meeting rooms are designed to offer accommodations for educational, informational, cultural, and civic functions of the Manitou Springs, Colorado Springs and El Paso County community.

Patrons using Library facilities are expected to comply with PPLD's Code of Conduct Policy.

I. PRIORITIES

A. Library and Art Center programs and Art Center/Library-sponsored events will have priority and may lead to cancellation of patron reservations if necessary.

II. ENDORSEMENT

A. Use of the meeting rooms by outside agencies does not constitute the Library's or MAC's endorsement of viewpoints expressed by participants in programs.

B. Advertising or announcements that imply Art Center/Library endorsement is not permitted.

III. EQUAL OPPORTUNITY

A. Activities taking place in the meeting rooms must not be closed to any person due to age, gender identity, race, religion, national origin, disabling condition, or any other legally protected category.

B. The Art Center is a public space. In accordance with our missions, we encourage all groups to use our meeting rooms. If the meeting is not advertised as being "open to the public," groups using the meeting rooms have the right to limit attendance, with the exception of legally protected categories. Art Center/Library staff cannot be expected to enforce or ensure the privacy of any meeting.

IV. LIABILITY

A. All organizations or groups shall indemnify, defend, and hold harmless MAC and PPLD, its officers, agents, and employees from and against any and all claims, suits, actions of any kind, resulting from any negligent act, omission or error of the user which results in personal injuries, or property damage arising from the user's use of a MAC meeting room.

B. The applicant and/or organization will be jointly and separately liable for any breakage, damage, or theft of any MAC/Library property caused by members or guests of the group or organization. Liability includes all applicable court costs and attorney fees.

C. The Art Center and Library, their employees, and Trustees/Board of Directors do not assume responsibility for personal injury or damage or loss of personal property during the applicant's use of meeting rooms.

V. RESERVATIONS, SCHEDULING, AND RESPONSIBILITIES

A. Requests for the use of publicly reservable rooms can be made:

- a. On the Library's website (ppld.org);
- b. By contacting the MAC Staff at (719) 685-1861 or director@manitouartcenter.org,
- c. By directly contacting the MAC/Library location of the desired room;
- d. Or in person at the desired Art Center/Library location.

B. Providing inaccurate information can lead to cancellation of reservation.

C. Use of the Art Center rooms is free of charge.

D. Patrons are responsible for cleaning and removing anything brought into the room.

E. Any damage done to room, property, and/or equipment may result in a minimum of \$50 charge.

F. It is preferred that reservations take place during normal Art Center operating hours. However, the MAC will work with you to allow meetings outside of regular art center/library hours.

a. Any necessary setup and takedown must be made within the time reserved. Patrons may indicate setup and takedown time during their reservation request. Reservation time includes setup and takedown time and event time. If the patron did not reserve any setup time or takedown time, the earliest time patrons will be allowed to be inside meeting rooms is at the start time of the reservation.

b. Rooms must be vacated by the end of the reservation time.

G. PPLD/MAC does not provide technical support. Patrons may reserve a room in advance to test available audio/visual equipment.

H. The patron who makes the room reservation shall be the contact person, unless specified otherwise, and shall be the only person authorized to make changes and cancellations to reservation.

I. The contact person on the reservation form must be present for the reservation.

J. Patrons or organizations will be held responsible for the actions of the participants and their adherence to all guidelines set forth in this policy and all Art Center/Library policies.

K. No person or group may assign its reservation to another person or group.

VI. ROOM TYPES

A. EVENT ROOMS: Galleries in the MAC 513 Building

1. Reservations may be made 6 months in advance and must be made at least 3 business days before the reservation date.

2. Event rooms setup must be coordinated in advance with MAC personnel.

B. MEETING ROOMS: Conference Room & Community Room (515), Classroom (513)

1. Meeting rooms are defined as rooms that may have technology, such as computers, projectors, sound systems, etc.

2. Reservations may be made 3 months in advance.

3. Meeting rooms must be in use at least 30 minutes after the reserved meeting start time or the MAC may make the room available to other patrons.

4. Online reservations must be made 3 days in advance. In-person and phone reservations may be made thereafter.

VII. CANCELLATIONS

A. Cancellations will only be accepted from the person who reserved the room.

B. The MAC reserves the right to cancel any meeting or reservation due to unforeseen circumstances, such as building or weather-related emergencies.

C. The Library/MAC reserves the right to stop meetings that are disruptive to normal Library/MAC operations or other programming events

VIII. RESTRICTIONS

A. Meeting rooms may not be reserved for programs or gatherings which present a clear and present danger to the welfare of the participants, Library/Art Center staff, patrons, or the community.

B. Organizations may not use the name, address, or telephone number of the Library/Art Center, except for notifying attendees of the location of the meeting.

C. Meetings or programs from community organizations may only be posted on the Library's and Art Center's bulletin boards with Library/Art Center Manager or Communications Office approval. Please see the PPLD Solicitation Policy for more information about posting in the library.

D. The Art Center does not charge for parking. Parking spaces will not be saved for special events.

1. Additional on street parking is available in front of the 513 & 515 buildings. Free parking is available around Memorial Park and at Hiawatha Gardens. PLEASE DO NOT PARK IN THE LOTS OF ADJACENT BUSINESSES.

E. Tables and chairs may not block room access or emergency exits.

F. Nothing may be attached to the walls, ceiling, equipment, or doors of the meeting rooms without permission.

G. Use of any type of flame is prohibited.

H. Smoking and/or vaping is not permitted anywhere in the building or on Art Center property.

I. Use of weapons is not permitted anywhere in the building or on MAC property.

IX. USE/CARE OF FACILITIES AND EQUIPMENT

A. The meeting and study rooms should be left as they were found. All groups must provide their own support for preparation and reasonable clean-up.

B. The number of patrons cannot exceed the room capacities listed on the room reservation website.

C. Permission to reserve rooms may be withheld or revoked from patrons or groups that have damaged Library/Art Center property, caused a disturbance, or failed to comply with the Library/Art Center policies.

D. Table coverings are required to be brought by groups that use crayons, glue, markers, or other art supplies in the room. Glitter is prohibited. (Please coordinate classes with MAC staff.)

X. REFRESHMENTS

A. Light refreshments (coffee, doughnuts, cookies, fruit, etc.), simple box lunches, prepackaged food, and catered food may be served in the event spaces and meeting rooms.

B. Consumable supplies (cups, napkins, plates, flatware, serving utensils, etc.) are not provided by the Library/Art Center.