

Alamosa Public Library
300 Hunt Avenue
Alamosa, CO 81101

Story Room Usage Policy

We want to make your child's time and your time in the Library a happy experience. We have a beautiful spacious Story Room, separate from the main library, allowing for active youth programs. For the safety and comfort of all of our story room patrons, we must enforce the following rules.

- The Story Room (room 119) will be used only for library programming.
 - Library programming is defined as programs conducted/sponsored by library staff for the community.
- The Story Room will be locked at all times when not in use for programming.
- When in use, and when persons under age 18 are present, the room will have two adults present in the room at all times.
 - The two adults will include one library staff person.
 - When two adults are not available, participants will be asked to wait outside the room and the room will be locked until required staffing is secured.
- The room key will be kept in the Administration office and will be used only by library staff.
- To schedule a program:
 - Date, time, and type of program will be communicated to the Children's Librarian in writing a minimum of one week in advance.
 - Confirmation will be sent by the Children's Librarian. The room is not reserved until confirmation is received.
 - The Children's Librarian will be responsible for communicating reservations to the Library Manager for staffing and calendar purposes.
 - If the Children's Librarian is not available, the Library Manager will handle the scheduling requests.
 - When there is a scheduling conflict, children's programming will take precedence over non-children's programming for usage.

Approved
Library Board of Trustees
November 22, 2011