

<b>Taylor Public Library</b>	<b>Approved by Library Board: Mar 20, 2007</b> Revised approved by Library Board: Jan 15, 2008; Feb 21, 2012.  <b>Approved by City Council: Mar 27, 2007</b> Revised approved by City Council: Feb 25, 2008; May 24, 2012	
	<b>Revised: Policy approved by Library Board</b>	<b>Page 1 of 5</b>
<b>Meeting Room Policy</b>		

## Principles and Objectives

The Taylor Public Library welcomes public use of the meeting room in keeping with the Library's mission to "promote a life-long love of reading and to provide educational, informational, and recreational resources to patrons of all ages, cultural and economic backgrounds."

*Approved by the Library Board, 2-18-97*

The Meeting Room Policy establishes guidelines and procedures for use of the Library's Meeting Room. The Library Director is responsible for implementing this policy and maintaining a calendar of events & reservations. Use of the Library's Meeting Room by any group or organization signifies acceptance of the terms of this policy. Issues not covered by this policy will be decided by the Library Director or City Manager.

## General Guidelines

1. **Priority use.** The Taylor Public Library and the City of Taylor sponsored events will have precedence in the scheduling of Meeting Room. The Taylor Independent School District has next priority use. The City reserves authority to preempt any scheduled use when and if the City Manager deems preemption reasonable or necessary.
2. **Permitted use.** The Meeting Room of the Taylor Public Library is designed to meet general informational, educational, cultural and civic needs including activities such as discussion groups, panels, lectures, meetings, conferences, seminars, exhibits, displays, children's programming, films, or as determined by the Library Director.
3. **Reservation for use.** Reservations will be made no more than three months in advance of the scheduled event. Meeting Room use will normally be scheduled for use when Library staff is available. Reservations for after-hours use require special permission from the Library Director or the City Manager on the reservation form. After hours use is permitted no earlier than 7:00 am and no later than 10:00 pm.
4. **Room set-up/take down.** Groups using the Meeting Room will be responsible for their own set-up and will be required to return the Meeting Room to the condition they found it. Set up & take down time must be included in the scheduled meeting room time.
5. **Admissions or charges.** There shall not be any admission charged, money raised or exchange of funds or other consideration among participants for purchase of acquisition of goods or services. An exemption is granted to fundraising events benefiting the Taylor Public Library and Taylor Nonprofit Organizations. A Taylor Nonprofit Organization under this policy is an organization having written federal and state tax

exemptions from payment of federal income taxes and deductions for contributions made to the organization, and which has an office, or which operates in Taylor Texas. Determination of a Nonprofit Organization shall be made by the Library Director. Commercial use of the Meeting Room for a business to promote its products or services is allowed. The application for use of the Meeting Room must state whether the meeting is open or closed to the public.

6. Restrictions. The Meeting Room shall not be used for the following purposes:
  - a. Social gatherings such as showers, birthday parties, weddings, etc.
  - b. Religious services
  - c. Political party functions.
  - d. Activities or functions that disrupt the normal function of the Library due to sound, crowd size, or other factors.
7. Endorsement. Use of the Library does not constitute Library or City of Taylor endorsement of viewpoints expressed in meeting room events. Advertisements or announcements implying such endorsements are expressly prohibited. Signage or literature concerning an event in the Meeting Room can only be posted or distributed in the Library with the Library Director's prior written consent.
8. Smoking, tobacco products, candles, and alcoholic beverages are expressly prohibited on Library property. Requests for food or drink in the Meeting Room must be approved by the Library Director.
9. The Meeting Room is closed on Sundays, official City of Taylor holidays and other dates determined by the Library Director or City Administration.

## **Reservations**

Library staff maintain a reservation calendar available for public view. Reservation applications with deposits will be honored on a first-come, first-serve basis. Requests for reservations will not be scheduled until an application & deposit have been received. A completed reservation form must be on file at least 48 hours prior to the meeting. Reservation forms are available upon request.

1. Reservation forms. The reservation form must be filled out and submitted in person. One reservation form per meeting date—no single form for multiple meetings. Reservation forms are not required for Library or Library related groups or City of Taylor meetings.
2. Reservations are accepted up to 3 months in advance only. Only one reservation may be submitted at a time.
3. To provide fair access to the Meeting Room to all groups, an organization, individual or business may reserve meeting space only once a month. Library or Library related groups, City of Taylor or Taylor ISD representatives can reserve the Meeting Room more than once a month at a time.
4. Cancellation. It is the responsibility of the group representative to notify the Library of a cancellation as soon as possible. After 30 minutes a group forfeits its reservation if it fails to appear as scheduled.

5. Groups may not assign their reservations to other groups.
6. A \$300 deposit is required for all Meeting Room reservations and must be paid when the reservation form is submitted. The security deposit shall pledge compliance with this policy, payment of damages to the Meeting Room, or for any fees or expenses incurred by the Library resulting from use of the Meeting Room. In the event the security deposit is insufficient for compliance or payment of such items, additional payment shall be made upon delivery of the bill requiring additional payment. In the event the security deposit is not used or partially used, the Library will return the security deposit or any unused portion. The City of Taylor and Taylor Public Library is not obligated to make a security deposit.

### **Care & Use of the Taylor Public Library Meeting Room & Conference Room**

The Meeting Room has a maximum capacity of **286** individuals: with tables & chairs. occupancy is 133. There are **286** stacking chairs available, and **20** folding tables (3 ft X 6 ft). A large projection screen is available on the west wall of the Meeting Room. Any use of audio/visual or computer equipment will require advance set-up with Library staff, with the approval of the Library Director

1. **Set up and take down.** Groups must include time for special set up or take down in their reservation time. Set up and take down includes furniture arrangement, cleaning and taking out trash. If the meeting room furniture was in a particular arrangement prior to a group's use, it must be returned to that original arrangement. It is not the responsibility of Library staff to set up or take down furniture or clean up, except for Library or City of Taylor meetings or events.
2. **Meeting Room Furniture & Equipment.** Furniture & equipment from the main area of the Library may not be brought into the Meeting Room. Neither may the Meeting Room furniture or equipment be removed. Personal furniture or equipment may be brought by a group with prior approval by the Library Director or her designee. Arrangements for the use of personal furniture or equipment should be made at the time of reservation.
3. **Walls.** No nails, tacks, tape, staples, adhesives, or holes of any kind are to be put in or on the walls. Nothing may be attached to the walls at all. Resulting damage & repair will be charged to the group or organization responsible. However, a picture rail is installed on the walls of the Meeting Room and may be used for proper hanging of pictures, artwork, posters, etc.
4. **Storage.** Equipment, supplies, or personal effects cannot be stored or left in the Library Meeting Rooms prior or after use. The Library and the City shall not be responsible for materials, equipment, supplies, or personal effects of those using the Meeting Rooms.
5. **Safety.** Attendance at meetings shall be limited to the capacity of the Meeting Room (**286 individuals**). Exits shall be unlocked and unblocked, and open aisles must be maintained in seating arrangements to allow clear access to room exits.

6. **Food & Beverage.** The Meeting Room has a simple kitchen. No cooking is allowed in the Meeting Room kitchen. With permission of the Library Director light refreshments such as coffee, sodas or bottled drinks, pastries, cookies, or other finger food items, or sack lunches are allowed. Food & drink items with potential staining properties or items with strong aroma are not allowed. Any stains made during use of the Meeting Room will result in cleaning charges. It is the responsibility of the organization or group to keep attendees from taking refreshments into the Library. Paper goods, cups, napkins, condiments, etc., are not provided by the Library. Simple cleaning supplies will be available in the kitchen. All trash resulting from refreshments must be removed by the group to the Library trash cans, near the service entrance to the Library at the northeast corner of the building.

7. **Closing Meeting Rooms.** Is the responsibility of the group to secure the Library meeting space according to the instruction of the Library staff. This is particularly important if the meeting occurs after library hours. In addition, the Library Director or her designee shall have the authority to end meetings and close the Meeting Room as deemed necessary to protect the health, safety and welfare of individuals and property, and to maintain proper use of the Library facilities.

8. **Damages, losses, etc.** The individual making the reservation, as well as the membership of the whole group, will be held responsible for any and all damages or losses that occur as a result of use of Library meeting space and use of the attached kitchen or bathrooms. Further fees beyond the deposit can be charged to the organization or group, or the responsible individual, as appropriate.

### **Denial of Use**

Meeting Room use by outside groups may be denied by the Library Director or the City Manager based on past failure of a group to comply with this policy, or to any group that damages the room, walls, carpet, equipment, furnishings, etc. If any group or organization or its members pose a threat to Library property or staff, or if the outside group and their activities impede the use of the Library for others, use of the Meeting Room or Conference Room will be denied.

**Charges:** Organizations, groups or businesses reserving the Meeting Room will be charged accordingly:

Refundable Deposit: **\$300.00**. Charges for use of the Meeting Room Kitchen: **\$25.00** per meeting.

**Individuals/Nonprofits: \$200.00** for the first 2 hours, **\$100.00**

for each additional hour. Nonprofits must prove nonprofit status.

**Business/Commercial: \$300.00** for the first 2 hours, **\$150.00** for each additional hour.

Damages or cleaning not resulting from ordinary use will be charged and may be deducted from the security deposit.

# Taylor Public Library

## MEETING ROOM RESERVATION APPLICATION

**Instructions:** Please completely fill out the application form and bring this form with the required deposit in person to the Taylor Public Library. Your contact person is responsible for all the requirements of the Meeting Room. Please read the entire policy prior to completing this form. Your reservation will not be scheduled until the Library receives this completed **form** and **deposit**.

Name of Individual filling out application: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Check Type of Organization: ☐ Business ☐ Nonprofit ☐ Taylor Nonprofit ☐ Taylor ISD ☐ City Affiliated

Organization Address: \_\_\_\_\_

Organization or Contact Phone Number: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Approx. Number of Attendees: \_\_\_\_\_ Open to Public: ☐ yes ☐ no

Meeting Time (includes setup & cleanup): \_\_\_\_\_

Purpose of function: \_\_\_\_\_

*As the authorized representative of the above organization or business, I hereby apply for use of the Taylor Public Library Meeting Room. My group and I agree to follow all the rules and procedures in the Meeting Room Policy and understand that my group or I will be responsible for paying any damages, losses or cleaning expenses that may result in our use of the Meeting Room.*

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

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*Staff information only:*

Application received (date): \_\_\_\_\_ Staff (name): \_\_\_\_\_

Deposit amount received: \_\_\_\_\_ Room Rental received: \_\_\_\_\_ Kitchen rental: \_\_\_\_\_

Nonprofit status verified: \_\_\_\_\_ Signage/Literature Distribution: \_\_\_\_\_

Special requests: ☒ After Hours Approved by: \_\_\_\_\_ Key Issued: \_\_\_\_\_

☒ Food Request Type of food & reason: \_\_\_\_\_

☒ Equipment Set up needed & why: \_\_\_\_\_

Application Approved ☒ Library Director: \_\_\_\_\_ Date: \_\_\_\_\_

Not Approved ☒ Reason Not Approved: \_\_\_\_\_