

## Conference Rooms

### GENERAL INFORMATION

The Seguin Public Library has conference rooms available for individuals, groups, and organizations in conformance with the library's mission to provide educational, informational, and recreational resources to patrons of all ages, cultural and economic backgrounds. The 1<sup>st</sup> floor conference room has a seating capacity of 22 and the 2<sup>nd</sup> floor conference room has a seating capacity of 16.

### GUIDELINES

The Director has final authority regarding the use of the conference rooms and/or cancellation or discontinuance of room reservations. Failure to comply with the guidelines listed below may result in the cancellation of the reservation. The Director is not authorized to accept year-long scheduling arrangements from any group or organization.

- I. The rooms are available for rental Monday – Thursday 9:00 a.m. - 7:30 p.m., Friday 9:00 a.m. – 5:30 p.m., Saturday 9:00 a.m. – 4:30 p.m. and Sunday 1:00 p.m. – 4:30 p.m.
- II. Rooms may not be used for social purposes, such as birthday parties, showers, weddings, family reunions, etc. Since the library is supported by public funds, spaces may not be used for political purposes or by political parties.
- III. **Only light snacks and covered drinks (water, sodas, tea, coffee, and sports drinks) are permitted in the room.** Red, blue, or purple drinks are not allowed. The serving of meals is prohibited. No alcohol, tobacco products or electronic cigarettes are permitted in conference rooms.
- IV. Programs, events, or classes involving paint, glue, glitter, nails, markers, hot glue guns, essential oils, personal grooming products, products with strong aromas, wax, candles (lit or unlit) or any other type of material that can cause damage are prohibited.
- V. 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, ceiling, floor, or furnishings.
- VI. Conference rooms are **NOT** soundproof and sharing of confidential information is strongly discouraged. Groups are asked to maintain a **low to moderate noise level** to avoid disturbing other customers. If any group disrupts the normal function of the library due to sound, crowd size or other factors, they may be asked to leave.

- VII. Groups who use the rooms are responsible for the cleanup of the room. Any equipment borrowed must be checked in by a staff member prior to vacating the room. Moving conference room tables and equipment is prohibited. No furniture may be moved out of the rooms, or other furniture from the library brought into the rooms unless authorized by a member of staff.
- VIII. The meeting spaces may not be used for storage of equipment, supplies, or personal effects prior or after use of the space. Neither the library nor the City are responsible for materials, equipment, supplies, or personal effects of those using the rooms.
- IX. The number of individuals occupying the room shall be limited to the maximum room capacity, as established by the Fire Marshal, and all exits shall be unlocked and unblocked. Open aisles must be maintained in seating arrangements to allow clear access to room exits.
- X. The library reserves the right to have a staff member present at any event to observe or monitor.
- XI. The Library Director has the authority to end meetings and close any of the rooms as deemed necessary to protect the health, safety and welfare of individuals and property, and to maintain proper use of the library facility.

## **RESERVATIONS**

- I. A completed reservation application must be submitted in person or via email (*librarymeetingspaces@seguintexas.gov*) to reserve a conference room. Rooms are not booked/reserved until the library receives a completed reservation application and the applicant receives an email confirmation of the reservation from the library.
- II. The applicant must be at least 18 years of age or older and must be present during the use of conference room, as the applicant is responsible for all reasonable repair or replacement cost for damage to the facility space, fixtures, or equipment utilized during the reservation.
- III. Reservations may be made up to three (3) months in advance for conference rooms. All reservations will be handled on a first come, first serve basis.
- IV. Individuals, groups, organizations and/or businesses are limited to five (5) meetings per month in the conference rooms. A group/business may not reserve multiple conference and/or study rooms for the same day and time unless approved by the Library Director. Library or library related groups or programs and City of Seguin Departments are exempt from these limitations.

***Please note that reservation limits may not be circumvented by different individuals using their names to register the same group, or by a group using different names. Also, groups may not obtain additional sessions by having different members of the group make a reservation for the same, substantially the same, or similar groups.***

- V. The reservation form must include the name of the organization, type of organization, time desired, purpose of the meeting, and the name, telephone number, and email address of the person who will be responsible for the group.
- VI. Patrons who fail to contact staff to cancel or reschedule a reservation prior to start time, and do not arrive within 15 minutes of the scheduled start time will be considered no-shows and the reservation and deposit will be forfeit. A forfeit reservation counts towards the maximum number of reservations per month.

## **RENTAL FEES**

Rental fees must be paid to gain access to the room.

### **I. Commercial/Business Rate: \$15.00 per hour, time is not prorated.**

- Cash, check, or credit card are the accepted forms of payment for rental fees.
- *If applicant fails to arrive and/or cancel a reservation within 15 minutes of the reserved time on 2 or more occasions within a 30-day period, a \$15.00 reservation deposit will be required for any future reservation.*
  - The reservation deposit is required within 7 calendar days of booking the room or the reservation will be cancelled.
  - Reservation deposits must be paid with cash or check only.
  - The reservation deposit will be returned to the applicant once the rental fee has been collected.
  - *Failure to notify the library of a cancellation at least 15 minutes prior to the scheduled meeting and/or not showing for a reservation will result in forfeiture of the deposit*

### **II. Nonprofit Organization/Group Rate: No rental fee.**

- *If applicant fails to arrive and/or cancel a reservation within 15 minutes of the reserved time on 2 or more occasions within a 30-day period, a \$15.00 reservation deposit will be required for any future reservation.*
  - The reservation deposit is required within 7 calendar days of booking the room or the reservation will be cancelled.
  - Reservation deposits must be paid with cash or check only.

- The reservation deposit will be returned to the applicant upon check-in at the 1<sup>st</sup> floor service desk.
- *Failure to notify the library of a cancellation at least 15 minutes prior to the scheduled meeting and/or not showing for a reservation will result in forfeiture of the deposit*

## **EQUIPMENT & MEDIA**

The library has audiovisual equipment for use free of charge, subject to availability for use in the conference rooms. Equipment should be reserved at the time the room is reserved. It is the responsibility of the applicant to verify that the system requirements for equipment use are met prior to the meeting. Upon arrival the applicant must check with the Library Supervisor in Charge to gain access to the space and equipment. An applicant will be required to leave a photo ID with the Supervisor in Charge to use the equipment. It is the applicant's responsibility to ensure that the premises and/or equipment used are in good condition. The ID will be returned upon completion of the meeting and confirmation that all equipment is present and in working order.

Limited assistance with equipment supplied by the library may be available. The library cannot provide operators for equipment not supplied by the library.

## **DISCLAIMER**

Any promotional materials, pictures, publicity, or paid advertisement by groups using the meeting spaces must include a statement indicating that the program or activity is not sponsored, co-sponsored, or endorsed by the Seguin Public Library or the City of Seguin.

The library will not serve as a point of information referral for patrons who may have questions regarding the meeting or who wish to contact the meeting organizers.

## **CANCELLATIONS**

Should the rooms be needed for a library or City sponsored program or event, the library has the option of canceling or rescheduling an organization's meeting date. The library will attempt to provide an advanced notice before canceling any reservation, but no group is exempt, and no meeting space is guaranteed.

## **INCLEMENT WEATHER GUIDELINES**

All reservations for the library's conference rooms will be cancelled in the event weather forces the closure of the library. The library will attempt to contact the individual who reserved the room;

however, it is the responsibility of organizations and individuals reserving space in the library to find out if the library has been closed due to weather.

### **DENIAL OF USE**

Use of the rooms may be denied by the Library Director based on the past failure of a group to comply with this policy or to any group that damages the room, walls, carpet, equipment, furnishing, etc.

The library reserves the right to deny use of meeting spaces to organizations and businesses that repeatedly cancel meetings or repeatedly fail to notify the library of cancellations.

Reviewed and approved by the Library Advisory Board 10/11/2022.