

Community Meeting Room Policy

GENERAL INFORMATION

The Seguin Public Library has 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 meeting rooms are primarily for use by the library for programs and other activities which further the goals of the library. The meeting space capacity is 128. There are 180 chairs and 28 tables available.

GUIDELINES

The Director shall have final authority regarding the use of the meeting and study rooms and/or cancellation or discontinuance of meeting room reservations. The Director is not authorized to accept year-long scheduling arrangements from any group or organization.

- I. The room 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.
- II. The use of tobacco products, alcoholic beverages, or lighted candles are not permitted in any of the rooms. The use of confetti, rice, glitter, silly string, or any decoration designed to be thrown on the grounds, tabletops or floors may not be used.
- III. 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.
- IV. Food and drink with potential staining properties or items with strong aroma are not allowed.
- V. Meetings must conform to normal operating hours of the library, unless special arrangements are made with the Director. Meetings held outside of normal operating hours will be subject to additional fees. Room must be vacated at least fifteen (15) minutes before closing.

- VI. Groups who use the rooms are responsible for the set up and breakdown of the room. Time for the set up and breakdown of the room should be accounted for when making the reservation. Any equipment borrowed must be checked in by a staff member thirty (30) minutes prior to closing. Furniture and equipment must be returned to its original location. 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.
- VII. Groups who use the room are prohibited from placing outdoor advertising signs, structures, devices or displays on library grounds unless approved by the Library Director.
- VIII. Notice of public meetings in the rooms will be posted on the day of the meeting at the library.
- IX. The meeting space may not be used for storage of equipment, supplies or personal effects prior or after use of the space. The library and the City shall not be responsible for materials, equipment, supplies or personal effects of those using the room.
- X. Attendance at meetings shall be limited to the maximum capacity 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.
- XI. If any group disrupts the normal function of the library due to sound, crowd size or other factors, they may be asked to leave.
- XII. The library reserves the right to have a staff member present at any event to observe or monitor.
- XIII. The Library Director shall have 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 facilities.

RESERVATIONS

A form must be completed and submitted to reserve the room. Reservations may be made up to 3 months in advance. Reservations will be handled on a first come, first serve basis. Groups are limited to two (2) meetings per month for no more than two (2) consecutive days per meeting.

library or library related groups or programs and City of Seguin Departments are exempt from these limitations.

The reservation application must include the name of the 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. The applicant must be at least 18 years of age or older and be present during the use of the room, as the applicant is responsible for paying for all reasonable repair or replacement cost for damage to the facility space, fixtures, or equipment utilized during the meeting.

FEES

Rental fees are due prior to the meeting, on the day of the meeting.

Any **not-for-profit** group or organization reserving the meeting room will be charged accordingly:

- Security deposit: **\$100** paid by cash or check.
 - Until the security deposit is received, the reservation is not finalized.
 - The security deposit is required within 7 calendar days of booking the room or the reservation will be cancelled.
 - The security deposit will be returned after all applicable fees for the use of the room are paid.
 - *Failure to notify the library of a cancellation at least 48 hours prior to the scheduled meeting and/or not showing for a reservation will result in forfeiture of the deposit.*
- Charge for use: **\$25** for every two (2) hours, time is not prorated
- Kitchen rental (for catered meals): **\$25** per meeting
- If room is not vacated 15 minutes before closing: **\$25** per occurrence

Any **business/commercial** or for-profit group reserving the meeting room will be charged accordingly:

- Security deposit: **\$100** paid by cash or check.
 - Until the security deposit is received, the reservation is not finalized.
 - The security deposit is required within 7 calendar days of booking the room or the reservation will be cancelled.

- The security deposit will be returned after all applicable fees for the use of the room are paid.
- *Failure to notify the library of a cancellation at least 48 hours prior to the scheduled meeting and/or not showing for a reservation will result in forfeiture of the deposit.*
- Charge for use: **\$50** for every two (2) hours, time is not prorated
- Kitchen rental (for catered meals): **\$50** per meeting
- If room is not vacated 15 minutes before closing: **\$50** per occurrence

EQUIPMENT & MEDIA

The library has audiovisual equipment for use free of charge, subject to availability. Equipment should be reserved at the time the room is reserved. An equipment agreement form must be completed and kept on file. 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 OR FAILURE TO SHOW

Failure to notify the library of a cancellation at least 48 hours prior to the scheduled meeting and/or not showing for a reservation will result in forfeiture of the deposit. If notice is not given by

the required time, the deposit fee will become a cancellation fee. Cancellations must be emailed to librarymeetingspaces@seguintexas.gov.

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 at least two weeks' notice before canceling any reservation, but no group is exempt, and no meeting space is guaranteed.

INCLEMENT WEATHER GUIDELINES

All events planned for the library's Community Meeting Room 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.

If the library remains open during a weather event, sponsoring organizations and individuals will be responsible for rental charges even if they elect to cancel their event. The security deposit will not be returned to groups who cancel meetings without notifying the library.

For rescheduling, the sponsoring organization is responsible for contacting library staff on the next day the library is open. If a satisfactory time is not available, the deposit fee will be returned.

DENIAL OF USE

Use of the room 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 that repeatedly cancel meetings or repeatedly fail to notify the library of cancellations.