

Study Rooms Policy

GENERAL INFORMATION

The Seguin Public Library has study 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 rooms are available for use, free of charge.

GUIDELINES

The Director shall have final authority regarding the use of the study 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.

The rooms are available for educational, cultural, informational or governmental/civic activities and may include public lectures, panel discussions, workshops, training and other similar functions.

- I. No space will be available for commercial purposes. A "commercial purpose" is defined as a use intended to produce, or which in fact produces, profit for any private for-profit company, association, corporation, or individual.
- II. No admission fee, registration fee, donation or monetary solicitation may be sought from meeting attendees unless the library co-sponsors the program.
- III. 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.
- IV. Study rooms are not designed for food service. Only light refreshments or snacks (cold sandwiches, packaged snacks, cookies, etc.) are allowed in the study rooms. Meals that are hot, with strong scents or staining capabilities (catered meals, pizzas, pasta, salads, salad dressings, soups, etc.) are not permitted in the study rooms. No alcohol, tobacco products

or electronic cigarettes are permitted in study rooms. Drinks (water, sodas, sports drinks, tea and coffee) are allowed, but must be covered with secure tops. Red, blue or purple drinks are not allowed.

- V. Arts and crafts projects are prohibited, including but not limited to projects involving paint, glue, glitter, nails, markers, hot glue guns, essential oils, products with strong aromas, wax, candles (lit or unlit) or any other type of material that can cause damage.
- VI. 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.
- VII. Study rooms are **NOT** sound proof and sharing of confidential information is strongly discouraged. To avoid disturbing customers using adjacent study rooms, only LOW-LEVEL talking is permitted, and headphones are required when using audio. If any group disrupts the normal function of the Library due to sound, crowd size or other factors, they may be asked to leave.
- VIII. Rooms must be vacated at least fifteen (15) minutes before closing.
- IX. Groups who use the rooms are responsible for the set up and cleanup of the room. 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.
- X. Study rooms 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 rooms.
- XI. The number of individuals occupying the room shall be limited to the maximum capacity per room, 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.
- 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.

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.

RESERVATIONS

- I. The reservation form must include the name of the organization, time desired, purpose of the meeting, and the name(s), telephone number(s), and email address of the person(s) who will be responsible for the group.
- II. Applicant(s) must be at least 16 years of age or older and be present during the use of study rooms, as they are responsible for all reasonable repair or replacement cost for damage to the facility space, fixtures, or equipment utilized during the reservation.
- III. A form must be completed and submitted to reserve the study rooms. Reservations may be made up to one (1) month in advance for study rooms. All reservations will be handled on a first come, first serve basis.
- IV. Individuals, groups and/or organizations are limited to one (1) room reservation per day for up to four (4) hours, and no more than three (3) reservations per week. A “week” is defined as starting on Sunday and ending on Saturday. Reservation hours do not carryover from day to day or week to week.
- V. An individual, group and/or organization may not reserve multiple 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.

- 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 will be forfeit. A forfeit reservation counts towards the maximum number of reservations per week.

EQUIPMENT

The library has dry erase kits for use free of charge, subject to availability, in the study rooms. Kits should be reserved at the time the room is reserved. An applicant will be required to leave a photo ID with the Supervisor in Charge to use the kits. It is the applicant's responsibility to ensure that the premises and/or kits used are in good condition. The ID will be returned upon completion of the meeting and confirmation that the kit has been returned without missing parts and in working order.

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.

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

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