

## MEETING ROOM POLICY

The policies and procedures for the use of the meeting room and conference room in the Alvin Library of the Brazoria County Library System are established herein. The responsibility for implementing this Policy and for scheduling the use of the meeting rooms rests with the individual librarian in charge of the building where the meeting rooms are located. The County Librarian retains final authority for implementing this Policy.

### 1. Purpose

The primary purpose of the meeting rooms is for programs presented by the Library or Library-related organizations. The general public may use the meeting rooms in the Library when the meeting rooms are not required for the Library or Library-related organizations' use. Groups are encouraged and welcomed to use the rooms. The meeting room is available for use during normal Library hours of operation and after the Library closes. The conference room is available only when the Library is open to the public. The meeting rooms may be reserved for meetings, programs, seminars, and exhibits subject to the followings regulations:

### 2. Regulations for use of the meeting rooms:

- a. Subject to the provisions herein, the meeting rooms may be used for educational, informational, civic, or cultural programs. The meeting room may be reserved for book sales or other fund-raising events, the proceeds of which will go to the direct benefit of the Library. However, the meeting rooms may not be reserved for the solicitation or sale of any other goods, services, etc., whether benefiting an individual or a for-profit or not-for-profit organization at the time of the meeting or in the future.
- b. No money may be collected on the Library premises with the exception of dues for Friends of the Library groups, book sales or other fund-raising events, the proceeds of which go to the direct benefit of the Library.
- c. All activities in the Library's meeting rooms must be open to anyone who wants to attend.
- d. The Library reserves the right to charge for the use of the meeting rooms.
- e. Use of the Library's meeting rooms does not constitute endorsement by the City, County or the Library of points of view expressed by any individual or group. No advertisement or announcement implying such endorsement will be permitted. No non-Library-related group may use either the Library's address or phone number.
- f. Library staff will not handle reservations for prospective attendees of a program or incoming phone calls for any non-Library-related function or group. Outgoing calls may not be made for any non-Library-related organization.
- g. Attendance at meetings must be limited to the seating capacity specified by the Fire Marshall. Meeting room applications will state meeting room capacities. For statistical purposes the number of people attending must be reported to the librarian on duty.
- h. Chairs and tables available in the meeting room must be set up and put away by each group using the rooms. No additional furniture other than that available in the meeting room may be used. To use the Library AV equipment, prior arrangements must be made. There is a snack area available in the meeting room for the preparation of light refreshments.

1. Light refreshments are defined as finger-type foods, including, but not limited to, sandwiches, chips & dip, cookies, fruit/vegetable trays, and brown-bag lunches.
  2. Most beverages, of non staining type are allowed. **NO ALCOHOL OF ANY TYPE** is allowed.
  3. The group is responsible for providing all things necessary for serving the finger-type foods and beverages.
  4. The group is responsible for providing 30-gallon trash bags, taking bagged trash to the dumpster in the parking lot, and leaving a clean trash bag in the trash containers.
  5. The meeting room and snack area are to be cleaned and vacuumed and left in the same condition as found. Tables and chairs are to be wiped clean and replaced as directed.
- i. The meeting room is available for use between the hours of 8:00 a.m. and 10:00 p.m. The length of time needed for the meeting should include time for setting up the meeting room and putting it back in order at the end of the meeting. If the meeting extends beyond the scheduled time during regular Library hours, the librarian in charge will request that the meeting be adjourned.
  - j. Open aisles must be maintained within the seating arrangement to provide clear access to exits in case of emergency.
  - k. Equipment, supplies, or personal belongings cannot be stored or left in the Library before or after use.
  - l. The Library is not and will not be responsible for lost or damaged items.
  - m. Groups or individuals must obtain permission from the librarian in charge before affixing articles to the walls in the meeting rooms.
  - n. Smoking is not allowed in the Library. Alcoholic beverages may not be dispensed or consumed in any part of the Library or Library property.
  - o. The individual making the reservation, as well as the entity or group for which the reservation is made, shall be responsible for any and all damages that may occur in connection with the use of the Library facilities.
  - p. Permission to use the Library meeting room may be withheld from groups whose members, invitees, guests, or licensees damage the room, carpet, equipment, or furniture, or fail to comply with the Policy. Individuals causing disturbances during meetings will be asked to leave.
  - q. The individual making the reservation and the entity or group for which the reservation is made, including the individual members, agree to indemnify and hold harmless the City of Alvin, Brazoria County and their agents, officers and employees from any and all actions, claims, costs, damages, and expenses, including attorney fees and court costs, arising out of the use of the Library facilities, whether or not such loss, expense, damage or claim is caused by the negligence of the City of Alvin and/or Brazoria County or any of their agents, officers or employees.