

## Meeting Rooms

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

### 1. Purpose

The primary purpose of the meeting rooms are 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 welcome to use the room(s). The meeting rooms are available for use during normal library hours of operation. The meeting rooms may be reserved for meetings, programs, seminars, and exhibits subject to the following:

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

a. The meeting rooms may be used for educational, informational, civic, or cultural programs. The meeting rooms 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 room 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 room does not constitute endorsement, by the County or the Library, of points of view expressed by the 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 or incoming phone calls for any non-library-related 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 rooms must be set up and put away by each group using the rooms. No additional furniture other than that available in the meeting rooms will be provided unless prior arrangements have been made. To use the library AV equipment, prior arrangements must be made. The kitchen is available for the preparation of light refreshments in the meeting rooms with prior approval.

i. 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, 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 will not be responsible for lost or damaged items.
- m. Groups 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 membership of the group as a whole, will be held responsible for any and all damage that may occur as a result of the use of the facilities.
- p. Permission to use the library meeting rooms may be withheld from groups whose members or invitees damage the room, carpet, equipment, or furniture, or fail to comply with the rules and regulations. Individuals causing disturbances during meetings will be asked to leave.
- q. The individual making the reservation, as well as the membership of the group as a whole, agree to indemnify and hold the County harmless from and against any and all losses, expenses, demands, and claims made against the County arising in any manner from such group's use of the library facilities.

### 3. Reservations

- a. Library-related functions will be given first priority. Other requests will be considered on a first-come, first-served basis but all previous approvals may be canceled at any time. If the room is needed on an emergency basis for official governmental business or the reservation conflicts with library programming, the reservation shall be canceled and may be rescheduled at the group's request.
- b. Requests for the use of the meeting room must be made in person by completing a *Meeting Room Request form*. This form must be submitted to the Librarian at least one week in advance of the date requested. Emergency requests or requests for renewals may be submitted by phone or fax however, an application must be completed before the requested meeting date. A copy will be retained at the branch for 12 months.
- c. The Librarians must keep a calendar of scheduled use of the meeting rooms. This calendar must be available and accessible to the librarian on duty and to the public.
- d. Groups reserving a meeting room for the first time will be shown the meeting room, restrooms and kitchen area when they apply.
- e. Groups should reserve the meeting room well in advance of the date needed. Based on demand, reservations may be subject to time, place, and manner restrictions.
- f. Groups may not reserve space more than 90 days or 3 months in advance. Reservations for meeting rooms shall not exceed two meetings per month. The Branch Librarian, Assistant County Librarian or County Librarian may authorize exceptions to this rule.
- g. Reservations are not automatically renewable.
- h. -Groups holding reservations are requested to notify the library of any cancellation at the earliest possible date in order to free the meeting room for other groups.

i. Failure to comply with any of these rules may result in refusal by the library to allow future meetings by the offending group or individual.