

Policy for Use of Library Meeting Room

General Policy

The meeting room facilities of the library are primarily reserved for library sponsored programs. Community groups and organizations in Brazoria County are welcome to use meeting room facilities of the Freeport Branch Library for their meetings, programs and exhibits if their program does not conflict with library programming or planning. The fact that a group is permitted to meet at the public library does not in any way constitute an endorsement of the group's policies or beliefs.

Reserving the Meeting Room

In order to give all organizations an opportunity to use the meeting room, groups may not reserve space on a standing basis, and no reservations can be made more than three months in advance, except for library related functions. Requests will be filled on a first come, first served basis. 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.

Guidelines Concerning Use

1. The library cannot be responsible for lost or damaged materials used in exhibits or programs.
2. 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.
3. With the consent of the librarian, simple refreshments may be served, provided the room is left in the condition in which it was found and users bring their own utensils and supplies.
4. No alcoholic beverages are allowed on the premises.
5. No smoking is permitted.
6. No objects may be affixed to the walls.
7. The library does not charge for the use of the meeting room. However, if the meeting room, including walls, carpet, chairs, tables or A-V equipment, is damaged during the meeting, the group will be charged for the necessary repairs.
8. All meetings must be open to the general public and no admission may be charged. Voluntary contributions may, however, be solicited if the event is previously advertised as a fund-raiser or benefit for a non-profit organization.
9. If library A-V equipment is requested, the organization must provide a qualified projectionist. In branches where a rear projection room is available, a staff member must operate the equipment.
10. The public library reserves the right to change or cancel reservations if library property is not cared for properly.

Non-Library Programs Which Do Not Fall Under The Guidelines For Use

1. Programs which further a commercial interest.
2. Programs that directly support a ballot issue or political candidate.
3. Programs of religious worship.
4. Programs which are purely social functions.
5. Programs which involve illegal activity.

Any program which threatens or undermines the primary purpose of the public library or materially interferes with the public's right of access to library facilities, the safety of users and staff, or the protection of library resources and facilities will not be permitted.