

Lake Jackson Branch

Policy for Use of Meeting Room

General Policy

The meeting room may be used for education, informational, civic or cultural meetings or programs. The meeting room may be reserved for book sales or other fundraising events, proceeds of which will go to the direct benefit of the library or city. However, the meeting room 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 meeting or in the future.

Use of the library's meeting room does not constitute endorsement by the City or the library, of points of view expressed by the group. No advertisement or announcement implying such endorsement will be permitted.

Reserving the Meeting Room

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. Light refreshments may be served (i.e. ; cookies & drinks)
4. No alcoholic beverages are allowed on the premises.
5. No smoking will be allowed in meeting room.
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 chairs, walls, carpet, 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.
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.