

CLUTE LIBRARY MEETING ROOM POLICY & PROCEDURES

The policies and procedures for the use of the meeting room in the Clute Library are established herein. The responsibility for implementing this policy and scheduling the use of the meeting room rests with the City Manager or his/her designee.

1. PURPOSE

The primary purpose of the meeting room is for programs presented by the library, library-related organizations, city meetings or city-sponsored events. The general public may use the meeting room in the Library when the room is not required for the primary purpose. The meeting room is available for use seven days per week during the hours of 8:00 a.m. to 10:00 p.m. The meeting room may be reserved for meetings, programs, seminars and exhibits subject to the following:

2. REGULATIONS FOR USE OF THE MEETING ROOM

- A. 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, the 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 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. Reservations must be made at the Clute Library, 215 N. Shanks St., in Clute. All reservations must be made in person by completing a *Meeting Room Request Form*. This form must be submitted at least one week in advance of the date requested.
- C. 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.
- D. Attendance at meetings must be limited to the seating capacity specified by the Fire Marshall. Meeting room applications will state meeting room capacities.
- E. Chairs and tables available in the meeting room must be set up and put away by each group using the room. No additional furniture other than that available in the meeting room will be provided.
- F. 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 City reserves the right to request that the meeting be adjourned.
- G. Open isles must be maintained within the seating arrangement to provide clear access to exits in case of emergency.
- H. Equipment, supplies or personal belongings cannot be stored or left in the meeting room prior to or after use.
- I. The City will not be responsible for lost or damaged items.
- J. No articles may be affixed to the walls in the meeting room.
- K. Smoking and alcoholic beverages are not allowed in the library or meeting room.

- L. 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. The individual and/or group will be responsible for the return of any and all keys.
- M. Permission to use the Library meeting room may be withheld from groups whose members or invitees damage the room, carpet, equipment, furniture or Library bathroom facilities or fail to comply with the rules and regulations. Individuals causing disturbances during meetings will be asked to leave.
- N. The individual making the reservation, as well as the membership of the group as a whole, agree to indemnify and hold the City harmless from and against the City, its officers, agents and employees, arising in any manner from such individual's group's use of the meeting facility.

3. RESERVATIONS

- A. Library-related and city functions will be given first priority. Other requests will be considered on a first-come, first-served basis, but all previous approvals may be cancelled 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. Individuals or groups may not reserve the meeting room more than 90 days or 3 months in advance. Reservations for the meeting room shall not exceed two meetings per month.
- C. Groups holding reservations are requested to notify Library Attendant of any cancellation at the earliest possible date in order to free the meeting room for other groups.
- D. In order to pick up a key for a meeting, the individual's name authorized to pick up the key must be given on the *Meeting Room Request Form*. The named individual must show identification at the time they pick up the key from the Library Attendant at 215 N. Shanks St., Clute. The key may be picked up on the day of the event if during the week and on Thursday if the event is to be held on the weekend. All keys must be returned on the first working day during Library open hours, at the time the Library Attendant request it to be returned or in the Library Book Drop. Failure to return the key in a timely manner may mean that the group will not be allowed to use the room in the future.
- E. Failure to comply with any of these regulations may result in refusal by the City to allow future meetings by the offending group or individual.

Revisions

Adopted by City Council

August 9, 2007