

Bryan + College Station Public Library System

Policy: MEETING ROOM AND USAGE

Meeting Room Policy/Guidelines

The Bryan + College Station Public Library System welcomes public use of its meeting facilities by community groups.

- Use of Library meeting rooms by any group signifies acceptance of the terms of this policy. The library meeting rooms are designed primarily for library programs and functions which further the goals of the library. When not being used by the library, the rooms are available to not-for-profit community groups based in Brazos County. To provide opportunities for many groups to use the meeting rooms, we ask that groups request to use the large meeting rooms only once a month, for three months in advance. Exceptions to this policy, such as a series of weekly or daily programs, may be scheduled at the discretion of the Community Librarian or the Branch Manager.
- The person reserving the room must be 18 years of age.
- Group study rooms may be reserved for two hours at a time. The person reserving the room must have a valid library card. Due to limited space, study rooms may be reserved no more than three times a week by the same group. Reservations may be made one month in advance. Exceptions to this policy, such as a series of weekly or daily programs, may be scheduled at the discretion of the Community Librarian or the Branch Manager.
- An individual adult with children may not occupy a group study room for the sole purpose of keeping the children under control.
- Meeting rooms are available to meet general informational, educational, cultural, and civic needs including activities such as meetings, discussion groups, panels, lectures, conferences, seminars, and exhibits.
- There is no charge for meeting room use.
- To be eligible to use a meeting room, groups must be a not-for profit group and should include at least five individuals. Groups must be based in Brazos County. State or federal agencies wishing to hold a meeting locally must have a local member of the group reserve the room.
- Meeting rooms are not available for businesses or for the profit of private individuals.
- Meeting rooms may not be used for social gatherings such as weddings, showers, birthday parties, dances, etc.
- All activities held in the library's meeting rooms must be open to everyone.
- Groups using the meeting rooms are not permitted to charge registration fees. Membership dues and voluntary incidental donations (such as coffee money or the recovery of photocopy costs) may be collected.
- Solicitation, money-raising activities, or sales are not allowed.

- Use of the Library's meeting rooms does not constitute library or city endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsement are not permitted.

Reservations

- The person making the reservation must have a valid library card. The card must be in good standing with no more than \$20 in late charges.
- To provide opportunities for many groups to use the meeting rooms, we ask that groups request to use the large meeting rooms only once a month, for three months in advance. Exceptions to this policy, such as a series of weekly or daily programs, may be scheduled at the discretion of the Community Librarian or the Branch Manager.
- A completed application form must be submitted to the Youth Services Desk in person, by mail, or by fax. Reservations are accepted on a first come, first served basis. The application will be reviewed and the contact person will receive confirmation by fax, telephone, mail, or e-mail, whichever is preferred. The meeting rooms will not be considered scheduled until confirmation is sent.
- Although telephone reservations are not accepted, library staff members are happy to check the general availability of meeting room dates over the phone.
- Groups of young people under eighteen years of age must have the meeting room application signed by a sponsoring adult who must also be present at the meeting.
- In light of the special relationship the library shares with other city departments, the library reserves the right to make special accommodations for their needs.
- Library needs may preempt any other scheduled event.
- Groups may not assign their reservations to other groups.

Meeting Room Space at the College Station Public Library

Meeting Room

The meeting room is furnished with forty chairs and several folding tables. A television monitor, video player, and microphone may also be made available upon request. The design of the room allows meetings to continue past library closing time. If groups wish to take advantage of this feature they must make a special request on the reservation form. If a meeting is approved to continue past closing time, the group representative must assure that all library rules and regulations are followed:

- The group must be in the room before the library closes.
- No electrical appliances will be allowed because of safety reasons.
- All trash must be removed.
- The lights must be turned off.
- Everyone must exit through the side door. No one may exit through the public doors.
- The door must close securely.

Group Study Rooms I & II at College Station

- Group study rooms may be reserved for two hours at a time. The person reserving the room must have a valid library card and be 18 years of age or older. Due to limited space, study rooms may be reserved no more than three times a week by the same group. Reservations may be made one month in advance. An individual adult with children may not occupy a group study room for the sole purpose of keeping the children under control. Exceptions to this policy, such as a series of weekly or daily programs, may be scheduled at the discretion of the Community Librarian or the Branch Manager.

Meeting Room Space at the Bryan Public Library

The meeting room is furnished with four large tables and more than one hundred chairs. A large screen television, video player, lectern, additional tables, microphone, projector screen, and internet access for a laptop computer may also be made available upon request. A Yamaha grand piano is available for music recitals. It is not available as a routine practice piano. Please **DO NOT** move the piano or place objects on top of it. When moving the heavy tables, please do not drag them across the floor. It takes two people to move a table.

Care and Use of Facilities

- Please leave meeting rooms as they are found. If the furniture is rearranged, it should be returned to the original arrangement at the end of the meeting.
- Personal furniture or equipment may be provided by a group with prior approval. Arrangements for the use of any personal furniture or equipment should be made at scheduling time. In order to ensure easy removal of equipment after the meeting, the appropriate staff member should be notified when the equipment is brought into the building.
- Equipment, supplies, or personal effects cannot be stored or left in the library meeting rooms before or after use.
- Keep all exits unlocked at all times. Open aisles must be maintained within the seating arrangement to provide clear access to exits.
- Any announcements or notices to publicize an activity should not be posted or distributed at the library without prior approval from the librarian in charge.
- Items may not be taped to the wall or woodwork.
- Simple refreshments including coffee, doughnuts, box or sack lunches, may be served but kitchen facilities or equipment will not be provided by the library. Groups serving refreshments must complete a separate form.
- Lighted candles are not allowed.
- Smoking and alcoholic beverages are not allowed.
- All trash resulting from the serving of refreshments must be removed by the organization.

- Meeting rooms must be completely vacated fifteen minutes prior to closing except as pre-arranged.
- The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the facilities.
- Permission to use the library meeting rooms may be withheld from groups failing to comply with the Meeting Room Policy and from any group that damages the room, carpet, equipment, or furniture, or causes a disturbance.

The librarian on duty in Youth Services where the meeting rooms are located is responsible for implementing the meeting room policy, maintaining reservation lists, and answering general questions. To discuss exceptions to this policy please speak to the Community Librarian, (979) 209-5614.

Bryan + College Station Public Library System

Policy: MEETING ROOM - RESERVATION FORM

Date of Meeting _____
Time to Access Room _____
Time to Leave Room _____

Name of Group: _____

Person Making Reservation: _____

Library Card # _____ Phone # (hm) _____ (wk) _____ cell _____

Nature of Meeting _____ # expected _____

Please read and check the boxes below:

I understand and agree that:

- The piano will NOT be moved.
- Rearrangement of the furniture is the responsibility of the group.
- Tables and chairs will be returned to the original positions.
- Lighted candles are not allowed.
- Smoking and alcoholic beverages are not allowed

Will Refreshments be served? _____ no _____ yes

If yes, I understand and agree to the following:

- I AGREE TO BE FINANCIALLY RESPONSIBLE FOR ANY CLEANING OR REPAIR COSTS THE LIBRARY INCURS FOR DAMAGES DONE BY THE RESERVING PARTY.
- I will notify library staff immediately of any spills. Refreshments should be simple and easy to manage, since kitchen facilities are NOT available. It is strongly recommended that you DO NOT serve colored punch
- I agree that the group will remove all trash from the meeting room.
- I agree that all tables and chairs will be cleared of crumbs, decorations, and literature.
- I will participate in an inspection of the meeting room after my group exits the room.

NOTE: The above agreement is only a partial listing of the library policy for use of the meeting room.

By signing below, I acknowledge I have read and understand the entire library policy for use of the meeting room and agree to be responsible for adhering to all rules and regulations and informing members of my group.

Signature _____ Today's Date _____

A copy of this agreement is given to you upon confirmation.

Staff member taking reservation _____

Date of request to reserve room _____ Date confirmed _____