



Public Library Meeting Room Policy

Statement of Purpose:

The meeting rooms of the Sulphur Springs Public Library are primarily intended to support the goals of the library. They are to further the educational, informational, and cultural services of the community and to provide space for the ongoing activities of the library. The meeting rooms are secondarily available to organizations and groups for the purpose of providing programming and information in the public interest such as discussion groups, panels, lectures, seminars, conferences, exhibits, displays, children's activities and films.

Policies:

1. The small meeting room is available free of charge to groups of 3 to 10 individuals depending on availability.
2. A fee of \$125 (includes deposit) will be charged for use of large meeting room. The deposit (\$25) will be returned if the room is left in a clean satisfactory condition.
3. The rooms may be used for organizations, non-profit purposes or for business training. No private parties, showers, reunions, etc. are allowed.
4. Fundraising within the library is prohibited unless it is to directly benefit the library.
5. All public meetings must be open to the public without regard to race, sex, age, religion, national origin, political affiliation or handicaps. Information about all scheduled events will be posted at the library.
6. Use of the library's meeting rooms do not constitute library or city endorsement of viewpoints expressed by participants in the program. No advertisement or announcement implying such endorsement will be permitted.

Reservations:

1. The rooms may be reserved in advance.
2. Reservations must be paid in advance
3. The group's representative must apply with the library to complete an application form.
4. This person must be at least 18 years of age and he or she **MUST** be present at the meeting.
5. This individual, as well as the group, will be held responsible for any and all damages that may occur as a result of the use of the facility.
6. Maximum Occupancy for large room is 140, room measurements are 45' wide by 46' deep. There is a screen in front of room and three movable stage blocks (very heavy). There are 6 sturdy white plastic folding tables and 142 chairs available for use, also a US flag, Texas flag,

easel and plants for decoration. These items can be checked out: projector, speakers and microphones wired or wireless.

Cancellations:

1. The Library Director, City Manager, City Counsel and Library Advisory Board each reserve the right to refuse the rooms to any individual or group.
2. All reservations are subject to cancellation in instances where the city and/or the library require the rooms for their own purposes.
3. Notification that the group wishes to cancel the reservation should be made at least 7 days in advance in order for the deposit to be refunded. Any cancellations with less notice will not receive any refund.

Use and Care of the Facility:

1. Smoking is not permitted anywhere in the library. Smokers must go outside of the building.
2. No physical changes are permitted in the meeting rooms except for the rearrangement of furniture. No additional furniture or equipment other than audio/visual aids may be used without prior approval.
3. Nothing may be attached to the walls unless item and method of attachment have prior approval of the Library Director. No decorations, additional furniture or equipment other than that provided by the library is to be used unless prior approval has been obtained.
4. Equipment, supplies, or personal effects should not be stored or left in the library meeting rooms after use. The library will not be held responsible to any personal items left in the meeting rooms. The room is cleared after every meeting.
5. Persons/groups renting the facility will be responsible for bringing their own supplies.
6. The kitchenette is available in the large room for those groups that wish to make their own coffee, microwave, refrigerate or use the sink. Library staff will gladly offer instructions on use of the coffee maker. The group must supply refreshments and clean up after each. Catering small meals is allowed in the large room only.

Large Room Clean up:

1. Put away all tables and chairs in closet at the back of the room,
2. Pack up all personal items and equipment from room and kitchenette
3. Clean the kitchenette thoroughly and clean coffee grounds from maker
4. Vacuum and take out trash to dumpster at back of parking lot
5. Bulldog conference room door and front doors, and leave keys in bookdrop if leaving after hours.
6. MAKE SURE FRONT DOOR CLOSES AND LOCKS ON YOUR WAY OUT if leaving after hours.