

INGLESIDE PUBLIC LIBRARY MEETING ROOM USE POLICY

Adopted October 29, 1996
Ingleside Library Board of Trustees

PURPOSE: To facilitate reservation and use of the meeting room by staff and community organizations.

POLICY: To meeting room is provided as a community service to clubs, groups, and other non-profit organizations. Library sponsored meetings have priority for room use.

Application forms are available at the library. A group representative must submit an application to the library director or assistant librarian for permission to use the library meeting room. A youth group (junior high, middle school or below) must be sponsored by an adult.

All bookings must be made at least two working days in advance of the scheduled meeting.

All meetings must be free and open to the library staff. Private or commercial functions or receptions are not permitted. No dues, fees, donations or solicitations of any kind are permitted with the exception of fund raising activities by non-profit organizations. Failure to comply with provisions expressed in this policy will result in immediate eviction and may result in temporary or permanent suspension of meeting room privileges. Applicant signature constitutes agreement to observe rules governing use.

Religious and partisan political promotions are prohibited on the premises.

Group conduct is the responsibility of the presiding officers or the individual making arrangements for use. Groups must avoid disturbing library users. The director may refuse application if the group intended use will disrupt normal library operations or if use attracts attendees in excess of room capacity. Seating capacity is limited to 48 individuals. A representative must notify the library as soon as possible. The library reserves the right to cancel reservations with one week's notice when necessary. Another group may use the meeting room (following above procedures) if the scheduled group fails to show up within 10 minutes after the scheduled time of their meeting.

With the exception of Adult Literacy Programming, no group may book a room more than twice a month unless approved by the library director. Light refreshments (coffee, soft-drinks, cake, cookies, etc.) may be served in the meeting room. Alcoholic beverages of any kind are not permitted. Tobacco use of any kind is not permitted. The library is unable to furnish food serving equipment, refreshments, services or supplies. Any furniture rearrangement is the responsibility of the group reserving the room. All

furnishing must be returned to their original position. The library is not responsible for equipment, supplies or other materials left in the building by the users or spectators. All equipment, supplies and other materials must be removed after each meeting. Library facilities, including kitchen equipment, shall be left in a clean and orderly condition, or a \$25.00 cleaning fee will be charged to the organization. The building shall be left in a safe and secure manner.

If a group distributes publicity concerning the program to be held in the library meeting room, sponsorship must be clear, and a telephone number of the sponsoring group must be included in the publicity. A copy of all publicity must be given to the library director or assistant librarian prior to its distribution.

Permission to utilize facilities does not constitute an endorsement of the organization or its activities by library staff, Library Board of Trustees, or the City of Ingleside, Texas.