



**BENBROOK**  
PUBLIC LIBRARY

**BENBROOK LIBRARY DISTRICT**  
**MEETING ROOM POLICY**  
*Revised February 15, 2024*

The Benbrook Library District welcomes public use of its facility in keeping with the Library's mission to "provide informational resources that strive to satisfy the educational, informational, cultural, and recreational needs of the community." Use of the Library meeting rooms by any organization signifies acceptance of the terms of this Policy.

The Benbrook Library District subscribes to the Library Bill of Rights, adopted and amended by the American Library Association which states in part, "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

The library shall permit non-library use of designated meeting rooms by non-profit organizations for informational, educational, recreational, civic, or social activities when these activities do not conflict with Library use or with this Policy.

**Section 1. Kathy Ledford Meeting Room**

The Kathy Ledford Meeting Room is approximately 1,300 square feet, which will hold about 100 people in auditorium-style seating. It can be divided into two smaller rooms with an acoustic divider. A kitchen is adjacent to this meeting room and can be used to serve refreshments. This meeting room may be used during regular Library hours and at times that the library is closed, upon approval of the Library Director.

**Section 2. Restrictions on Use of Meeting Room**

1. Reservations are required for use of the meeting room.
2. The Meeting room may not be used by non-Library related organizations for
  - Commercial or other activities for financial gain.
  - Private purposes or functions (e.g. weddings, birthday parties, etc.)
  - Solicitations for money, collecting admission, or other charges, money raising activities, sales of goods or services, or other activities for financial gain are not allowed without prior approval, in writing, at the time of confirmation from the Library Director or a designee.
  - Activities that would disrupt other uses or users of the library.
3. Use of the Library's meeting room does not constitute the library's endorsement of viewpoints expressed by organizations or participants in programs. Advertisements or announcements implying such endorsement are not permitted. No organization may use the library address as its own mailing address or as its headquarters in any advertisement except the Friends of Benbrook Public Library.
4. All activities held in the meeting room must be open to the general public.
5. All organizations using the meeting room must be under adequate adult supervision with an adult in attendance. A representative of the library may be required by the library to be present.
6. Organizations using Library facilities must abide by all applicable laws and policies, including but not limited to those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products on Library property.
7. The organization reserving the room must adhere to fire codes regarding the number of persons allowed in the room. All federal, state, and local ordinances, as well as rules of the Police and Fire Departments relating to

public assemblies must be strictly obeyed.

8. Organizations using the meeting rooms shall conduct their business in an orderly manner and are responsible for the conduct of those attending the meeting. Disruptive or illegal activity should not be permitted by the organization.

9. Requests on a day when the library is closed, such as Sunday or a library holiday, will not be considered.

### **Section 3. Kathy Ledford Meeting Room Requests**

1. Requests for use of a Library meeting room must be submitted on behalf of the organization by a representative of the organization who is eighteen (18) years of age or older.

2. Requests for use of a meeting room may be made in person, by email, or through the website.

3. Requests must be made a minimum of one week in advance.

4. Requests will be honored on a first-come, first-served basis.

5. To provide an opportunity for many organizations to use the meeting room, no organization may use the library more than once each month. Exceptions may be made for library-related committees, organizations, or programs and for other governmental entities with the approval of the Library Director.

6. An organization must notify the library of cancellation of a reservation as soon as possible. An organization's reservation may be forfeited if it fails to appear within 30 minutes of its scheduled time. Organizations will forfeit all future scheduled dates if they fail to appear twice without cancellation notice.

7. Organizations may not assign their reservations to other organizations.

8. The program and meeting needs of the Library or Library-related organizations may preempt any other scheduled event and will take precedence over requests made by other organizations. The Library may cancel a reservation of a non-Library related organization by giving the organization's representative a minimum of three days' notice. Closures due to weather or other unavoidable circumstances will be given as much advanced notice as possible.

### **Section 4. Care and Use of the Facilities**

1. Users of the meeting room must leave the rooms in clean and neat order.

2. The organization may be charged for the cost of repair due to damage or any required cleanup. Failure to pay for damages or cleaning will result in the organization being denied future use of the rooms.

3. Use of the meeting room during library open hours must end and cleanup finished by 15 minutes prior to Library closing unless permission has been obtained to continue after closing.

4. Meeting set-up is the responsibility of the user organization. Items to be displayed shall not be taped or tacked to walls or moldings or hung from the ceiling without prior permission. Users must make no alteration, temporary or permanent, to the library property without prior written consent from the Library Director.

5. The meeting room must be left as found. If the furniture is rearranged, it should be returned to an orderly arrangement at the end of the meeting.

6. Supplies, equipment, or personal effects cannot be stored or left in the library after use.

7. All exits must remain unlocked at all times. Open aisles must be maintained within the seating arrangement to provide clear access to exits.

8. Public entrances are to be used for entrance to and exit from the building and for all deliveries.

9. Simple refreshments such as coffee, doughnuts, box or sack lunches, may be served in the meeting rooms. Use of the Library's kitchen facilities or equipment must be approved at the time of reservation and must be left in a clean, neat condition.

10. All trash resulting from serving refreshments or other uses of the meeting rooms must be removed from the Library and properly disposed of by the using organization.

11. The individual (responsible agent) making the reservation, as well as the membership of the organization as a whole, will be held responsible for any and all damages that may occur as the result of the use of the facilities.
12. Permission to use Library meeting rooms may be withheld from organizations previously failing to comply with the Meeting Policy and from any group that damages the room, floors, equipment, or furniture, or causes a disturbance.
13. Organizations using the room agree to indemnify and hold harmless the Benbrook Public Library District, its agents and representatives, from any and all suits, actions, claims or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the room, its furnishings or equipment.

#### **Section 4. Appeals**

Any person having a complaint regarding the Kathy Ledford Meeting Room Policy may appeal that decision to the Library Director. If the applicant is dissatisfied with the decision of the Library Director, the applicant may appeal that decision to the Benbrook Library District Board of Trustees. Any appeal shall be made by submitting to the Library Director, within ten days of the decision being appealed from, a written notice of appeal and request for a conference or hearing.