



**BENBROOK LIBRARY DISTRICT
CONFERENCE ROOM POLICY
*Approved June 20, 2022***

Section 1. Objectives

The purpose of Benbrook Library District's (BLD's) Conference Room Policy is to specify rules and procedures for using the library's conference rooms. The library has two conference rooms designated for public use according to the terms of this policy. The large conference room accommodates no more than 10 people, has three tables, a whiteboard, and a computer set up with monitor. The small conference room has one table and can accommodate no more 4 people.

Section 2. Restrictions on Use of Conference Rooms

1. Use of the conference room does not constitute BLD's endorsement of viewpoints expressed by individuals or participants in programs. Advertisements or announcements implying such endorsement are not permitted. No individual or organization may use the library address as its own mailing address or as its headquarters in any advertisement or correspondence, except the Friends of Benbrook Public Library.
2. Individuals 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.
3. Individuals using the conference rooms shall conduct their business in an orderly manner and are responsible for the conduct of those attending the meeting. Disruptive or illegal activity shall not be tolerated.

Section 3. Requests for Use of Conference Rooms

1. Requests for use of a conference room may be made up to two days in advance, either in person, by phone, or using our online reservation system on the library's website.
2. Requests will be honored on a first-come, first-served basis.
3. To provide optimal opportunity for individuals to use the conference room, no individual or group may use the conference room more than the allotted two hours each day. Exceptions may be made for library-related committees, organizations, or programs and for other governmental entities with the approval of the Library Director or his/her designee.
4. An individual must notify the library of cancellation of a reservation as soon as possible.
5. Persons or groups may not assign their reservations to other individuals.
6. The needs of the library or library-related organizations may pre-empt any other scheduled event and will take precedence over requests made by other individuals.
7. The library may cancel a reservation of any non-library related event at its sole discretion.



Section 4. Care and Use of Facilities

1. Users of the conference rooms must leave the rooms clean and neat.
2. Use of the conference room during library open hours must end, with cleanup finished no later than five minutes prior to library closing. Supplies, equipment, or personal effects may not be stored or left in the library without the expressed consent of the Library Director or his/her designee.
3. Any announcements or notices to publicize meetings at the library should not be posted or distributed without prior approval from the Library Director or their designee.
4. Simple refreshments such as coffee, doughnuts, box or sack lunches, may be consumed in the conference rooms.
5. All trash resulting from serving refreshments or other uses of the conference rooms must be properly disposed of by the individual(s) using the conference rooms.
6. Permission to use library conference rooms may be withheld from individuals and groups previously failing to comply with the Conference Room Policy and from any individual or group that damages the room, floors, equipment, or furniture, or causes a disturbance.
7. Individuals 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.