

BENBROOK LIBRARY DISTRICT MEETING ROOM POLICY

The Benbrook Public Library 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." This Meeting Room Policy establishes rules and procedures for the use of the Library's meeting facilities. The Library Director or his/her designee is responsible for implementing this Policy. 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.

Designated Meeting Rooms:

The Library has one meeting room designated for public use according to the terms of this Policy:

The meeting room of 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.

Restrictions on Use of Meeting Room:

1. Reservations are required for use of the meeting room. See "Requests for Use of Library Meeting Room" below.
2. The Meeting room may not be used by non-Library related organizations for
 - A. Commercial or other activities for financial gain.
 - B. Private purposes or functions (e.g. weddings, birthday parties, etc.)
 - C. 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 his/her designee.
 - D. 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 Library's 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 at all times. 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. Phone numbers for police, fire and Library staff are posted in the meeting room.

Requests for Use of Library Meeting Rooms:

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 phone, by email, or by mail.
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. Before a reservation is confirmed, the organization must submit the following:
 - a. A signed copy of Request for Use of Public Meeting Room Responsibility and Release Form.
 - b. Property deposit of \$25.00 (deposit not required if organization has previously used the Meeting Room).
6. 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.
7. 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.
8. Organizations may not assign their reservations to other organizations.
9. 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.

CARE AND USE OF FACILITIES:

1. Users of the meeting room must leave the rooms in clean, neat order. All written materials distributed during the meeting must be removed from the room at the end of the meeting.
2. A minimum \$25 cleaning deposit will be required at the time of the reservation. The Library may require a larger deposit if the organization plans to use the kitchen or if more than minimal cleaning is anticipated. The deposit will be returned if the room is left clean and without damage to the property. The organization will be charged for the cost of repair or cleanup necessary beyond the amount of the deposit. 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. If a meeting room is reserved for use after the Library is closed, a key to the exterior door will be provided and must be picked up during open hours on the day of or nearest to the meeting date. The door must be relocked after the meeting and the key left in the meeting room door or as otherwise required by the Library. The organization making the reservation is responsible for all areas of the Library to which the organization has access during the meeting. The exterior door must remain unlocked during the meeting for possible emergency exit and so the general public may join the meeting.
5. 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.
6. The meeting room must be left as found. If furniture is rearranged, it should be returned to an orderly arrangement at the end of the meeting.
7. Furniture and/or equipment (other than chairs) from other areas of the library may not be brought into the meeting area without prior approval, from the Library Director or her/his designee.
8. Personal furniture and/or equipment and/or displays may be provided by an organization with prior approval. Arrangements for the use of any personal furniture and/or equipment must be made at the time of scheduling, and approved, in writing, by the Library Director or her/his designee at confirmation. In order to assure easy removal of the equipment after the meeting, Library staff should be notified when the equipment arrives in the building. The Library assumes no responsibility for any personal furniture, equipment, or materials on display. The sponsoring organization must provide any supervision and/or security necessary.
9. Supplies, equipment, or personal effects cannot be stored or left in the Library after use.
10. All exits must remain unlocked at all times. Open aisles must be maintained within the seating arrangement to provide clear access to exits.
11. Public entrances are to be used for entrance to and exit from the building and for all deliveries.
12. Any announcements or notices to publicize meetings at the Library should not be posted or distributed without prior approval from the Library Director or her/his designee.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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.

Appeals:

Any person having a complaint regarding the provisions or application of this 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.

Adopted October 15, 2007
Updated 2012

BENBROOK PUBLIC LIBRARY
REQUEST FOR USE OF PUBLIC MEETING ROOM RESPONSIBILITY AND RELEASE FORM

Use Date Requested

Time Requested

Name of Nonprofit Organization

Name of Agent/Responsible Party

Position in Organization

Address

City

State

Zip

Daytime Telephone

Library Card #

Purpose of Meeting

Expected Number Attending

Library Equipment Requested

Will this use involve solicitation, sales, collection of money, or commercial use? If yes, explain:

Please read and sign the following statement:

Name of Organization

Agrees to indemnify and hold harmless the Benbrook 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 Library, its furnishing or equipment. The organization understands that it and the responsible party agree to accept responsibility for the condition of the room and agree to pay any charges incurred through damages to the room, its furnishings, fittings, etc., as a result of its use by the organization. Use of the Library meeting rooms by this organization signifies acceptance of the terms of the Library's Meeting Room Policy.

Signature of Agent/Responsible Party

Date

For office use: Date Received _____

Room Assigned _____

Initials of staff member making reservation _____

Property Deposit Paid _____

Deposit Returned To: _____

Date: _____

Number of Attendees _____

