

## Little Elm Public Library Meeting Room Policy

*Little Elm Public Library's Program Room (meeting room) is available for non-commercial, cultural, informational, educational, intellectual, and civic purposes of benefit to the Little Elm community.*

*The Program Room is not available for political campaign purposes (political forums are permitted), worship services, weddings, showers, family reunions, individual and private parties, banquets, dances, or commercial uses where personal or business profits are the chief aim of the meeting.*

*Priority is given to Library- and Town of Little Elm-sponsored programs and events. When not in use by the Library or a Town department, the Program Room is available on a first come, first served basis to groups and organizations as specified in this document.*

*Use of the Library's meeting room does not constitute Library or Town of Little Elm endorsement or approval of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsement are not permitted. Usage of any Library facility phone number as a contact phone number for promotion of the scheduled meeting or event, including but not limited to written, verbal, or internet, is prohibited. The Library will not serve as a point of information referral for patrons who may have questions regarding the meeting or who wish to contact the meeting organizers.*

*Library administration shall have final authority regarding cancellation or discontinuance of meeting room reservations and/or usage.*

### **The following usage guidelines apply:**

1. Meetings must occur during normal Library operating hours and may not conflict with the Library's daily operations.
2. No group or organization using the meeting room shall discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in the provision of services.
3. Rooms may be reserved by adults 18 years or older.
4. Groups must designate a contact person to answer questions regarding room reservation and use, and must provide updated contact information as needed.
5. Upon arrival, group contact person must check in with Library staff to gain access to the space and to ensure that room and equipment are in good condition.
6. Groups may reserve the Program Room no more than one time per month, unless authorized by Library administration.
7. No admission fees may be charged, contributions solicited, or dues collected, with the exception of paid registrations for conferences or institutes. No products or services may be sold, except for payments for materials required for educational or group discussion use, with the permission of Library administration.
8. All publicity for meetings held in the Library must carry the name of the organization sponsoring the meeting. Reservations from individuals for particular meetings must be made through the sponsoring organization, not through the Library. The Library may not be identified as the sponsor, nor may the name or address of Little Elm Public Library be used as the official address or headquarters of the organization.
9. Youth organizations using meeting rooms must provide adult supervision at all times.
10. Library staff may be permitted to observe or monitor a meeting at any time. Reservations may be made no more than three months and no fewer than three days before an event.
11. Meetings should end no later than 15 minutes before Library closing. Rooms should be clean and all meeting attendees should leave promptly when the building closes for the evening.
12. Reservations may not be transferred or assigned to another group. If an organization has several sub-groups, each of those should register separately for approval to use library meeting rooms.

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13. Changes or cancellations must be received as far in advance of the scheduled event as possible. Groups that cancel or “no-show” without proper notice or fail to use a reserved meeting room may lose their room use privileges.
14. In case of an unscheduled library closing, (weather emergency, etc.), the library will make its best effort to notify group contact person(s). Groups may reschedule another meeting time based on availability.
15. Library staff reserves the right to cancel, reschedule, or transfer meeting room locations or dates that conflict with Library- or Town-sponsored programs or special events. In such cases, the library will make its best effort to give advance notice to the group contact person(s).
16. Library administration and staff reserve the right to revoke reservations and/or cancel in-progress meetings of groups that are disruptive to the Library’s course of business, or which violate Library or Town policies.

### **Care of Facilities and Safety Considerations:**

17. The Library provides equipment such as tables, chairs, lectern, microphone, and TV display. Please notify of room set-up and equipment needs at the time of reservation.
18. Groups may request advance training on equipment prior to the scheduled event. Please note library staff may not be available to assist with equipment during a meeting or event.
19. Groups may arrange the available meeting room tables and chairs as they choose. Furniture may not be moved out of the meeting room and must be returned to its original position at the close of the meeting.
20. Groups are responsible for the replacement or repair of lost, stolen, or damaged furniture or equipment.
21. Food and drink may be consumed within the Program Room, but cooking is not allowed. The Library does not furnish dining equipment or supplies, i.e. coffee makers, napkins, cups, etc.
22. Groups are responsible for cleaning up after use, and leftover food must be discarded or removed.
23. Smoking, the use of alcohol and illegal substances, and use of candles, open flames, and incense are prohibited.
24. The Library is not responsible for security or storage of property owned by groups using the Library, nor is it responsible for damage or loss of property of others. Lost and found items will be discarded after 30 days.
25. Posting or mounting materials on walls, doors, or equipment is prohibited without permission from Library administration. Groups may not remove or obscure existing artwork.
26. The Library reserves the right to limit attendance at programs as appropriate. If a group’s event outgrows available library meeting space(s) the library may not allow the continued use by that group.
27. Groups shall, at their own expense, procure any license or permit necessary for the conduct of their meetings.
28. Library administration reserves the right to determine whether any proposed use of a meeting room will require police detail or police protection. If police protection is deemed necessary, the group seeking to reserve the room shall be required to pay to the Town in advance for the cost of such police officers.
29. Groups using meeting rooms agree to indemnify and hold harmless the Town of Little Elm, Little Elm Public Library, and their employees, officer, agents, and representatives, from any and all suits, actions, claims, or demands of any nature arising out of or brought on account of any injuries or damages sustained by any person by a consequence or result of the use of the room, its furnishings, or its equipment.