



A service of the City of Bastrop

Public Room Policy

Bring awareness of services, expand the library's reach, develop relationships to provide personal connections, create a welcoming destination

Purpose of the Public Room Policy

The Public Room Policy defines the time, place, and manner of use of the public rooms, including restrictions (Bastrop Public Library Meeting Room / Conference Room Policy 2015 [MCP 2015], Page 1, Note 1). This policy does not pertain to the content of a meeting or to the beliefs or affiliations of the meeting sponsors.

Public Room Policy Goals

- Convey the priorities of the use of the public rooms.
- Ensure organizations understand the rules and expectations surrounding the use of the public rooms.
- Provide the manner in which public rooms may be reserved by organizations.

Principles and Objectives

- The public rooms at the Bastrop Public Library are designed to meet general informational, educational, cultural, and civic needs (MCP 2015, Page 1, Note 6).
- The Bastrop Public Library supports “equal and equitable access to all library resources and services by users of all ages,” as outlined by the American Library Association’s Bill of Rights.
- The library serves as a public forum as outlined by the American Library Association in “Meeting Rooms: An Interpretation of the Library Bill of Rights.”

Contact Us

- In person at the check-out or information desk
- Via telephone at 512-332-8880
- Via email at info@bastroplibrary.org
- Online at www.bastroplibrary.org
- Via mailing address:
Bastrop Public Library
P.O. Box 670
Bastrop, TX, 78602 (MCP 2015, Page 3, Note 30)

At the Bastrop Public Library, service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition, age, gender identity, or sexual orientation (MCP 2015, Page 1, Note 13).

General Information:

The Bastrop Public Library has two public rooms, the Pressley Meeting Room and the Maynard Conference Room, which may be reserved for use by organizations and community groups (MCP 2015, Page 1, Note 7). The rooms are available when not in use by the library, City of Bastrop, government entities, or library partners.

Use of the library's meeting rooms by participants does not constitute library or City of Bastrop endorsement of materials (written, audio, etc.), opinions, or viewpoints of the organizer or the attendees (MCP 2015, Page 1, Note 11).

The library director or their appointee is responsible for implementing this policy and maintaining reservations (MCP 2015, Page 1, Note 2).

Pressley Meeting Room

- Occupancy – 100 without tables or 50 with tables (MCP 2015, Page 3, Note 36)
- Equipment – mobile tables, mobile chairs, podium, projector, and a projection screen.
- May be used outside of library open hours at the discretion of library staff (MCP 2015, Page 2, Note 16).

Maynard Conference Room

- Occupancy – 10 (MCP 2015, Page 3, Note 36)
- Equipment – The room is set up with one large conference table and 10 chairs. A projector can be moved into the room.
- Only available when the library is open (MCP 2015, Page 2, Note 16).

Public Room Fees

	Pressley Meeting Room	Maynard Conference Room
Nonprofit meetings open to the public	No charge	No charge
Community groups or library partners (See Appendix)	No charge	No charge
Commercial, political organizations, or private meetings*	\$40.00*	\$25.00*

*(MCP 2015, Page 1, Note 9)

Nonprofit organizations may be asked to present their 501(c)(3) documentation to verify their status (MCP 2015, Page 1, Note 10).

Library partners and government entities are not subject to the fees listed above (MCP 2015, Page 1, Note 8).

Private meetings supersede other group status.

Public Meeting Room Guidelines:

Meeting rooms are provided as a service to the public. The following guidelines are established in order to ensure the continuation of this service:

- The City of Bastrop and the Bastrop Public Library reserve the right to preempt any other scheduled event (MCP 2015, Page 2, Note 17).

- Sales of any kind are not permitted.
- Fees may not be charged for activities held in the rooms.
- Rooms are only available for organizational meetings and community gatherings and may not be used for social purposes including but not limited to birthday parties, reunions, showers, religious services, etc (MCP 2015, Pages 1-2, Notes 14-15).
- Library staff retain the right to attend or observe any meeting/event to ensure compliance with library policies.
- Permission to use the meeting rooms can be denied to organizations for the following:
 - Previous damage to the building or its furnishings
 - Prior failure to leave the rooms in clean, orderly, and/or secure conditions
 - Creating a disturbance that hinders access or use of the library
 - Failure to comply with library policies (MCP 2015, Page 4, Note 39)
- The signee of the Room Reservation Application is ultimately responsible for ensuring the rooms are used appropriately and will be responsible for reimbursing the library for all damage, outside of normal wear and tear (MCP 2015, Page 4, Note 38).

Use of the Room

During the meeting

- All organizations/users are expected to follow all library policies and city ordinances when using the rooms (MCP 2015, Page 2, Note 18)
- Exits must remain unlocked and a clear path for egress provided (MCP 2015, Page 3, Note 34)
- Maintain a respectable noise level

Clean-up expectations

- Wipe down tables and chairs if needed (MCP 2015, Page 3, Note 32)
- Restore room to its original configuration (MCP 2015, Page 3, Note 33)
- Return tables and chairs to racks and storage, if applicable (MCP 2015, Page 3, Note 31)
- Remove any waste generated from the meeting and dispose of it in the outside dumpster (MCP 2015, Page 3, Note 37)

Promotional Materials

Promotional material for meetings occurring in the library's public rooms may list the library as a location (MCP 2015, Page 1, Note 12).

- Promotional materials may not imply the library's participation or endorsement of an event without written permission from the library director or their appointee (MCP 2015; Pages 1, 3; Notes 12, 35).
- The library logo may not be used by any organization without written permission from the library director or their appointee (MCP 2015, Page 1, Note 12).

Reservations

Organizations may reserve the meeting rooms in advance by completing the reservation form (see [appendix](#) or view on the library's [website](#)) and submitting it (MCP 2015, Page 2, Note 19).

Reservation Guidelines

- Applicants must be:
 - 18 years or older

- Willing to accept financial responsibility for any damage or cleaning fees
- Reservations may be made up to 90 days in advance (MCP 2015, Page 2, Note 22).
- Applications will be processed in the order in which they are received (MCP 2015, Page 2, Note 20).
- Organizations may use a room no more than once a month and for no more than three consecutive hours. Library partners may use the room two times per month (MCP 2015, Page 2, Note 23).
 - Organizations may apply for an exception (see [Appendix](#)), which will be considered in the order they are received (MCP 2015, Page 2, Note 24).
- The library has five business days from receipt of the reservation form to contact the group or organization
 - Once contacted, organizations have five business days to complete the reservation process.
 - Failure to respond will result in the cancellation of the reservation (MCP 2015, Page 2, Note 21).
- Study groups and other informal groups consisting of three or more people may use the Maynard Conference Room without a reservation, depending on availability, on a first-come, first-served basis.
- Groups/organizations may not assign their reservations to other groups (MCP 2015, Page 2, Note 27).

Reservation Cancellation

- Notice of cancellation should occur as soon as possible (MCP 2015, Page 2, Note 25).
- Fees are refundable if cancellation occurs 72 hours before reservation time (MCP 2015, Page 3, Note 29).
- A group/organization is considered a no-show after 30 minutes, and the reservation will be forfeited (MCP 2015, Page 2, Note 26).

Exceptions and Accommodations

Exceptions/Accommodations to the Public Room Policy will be at the discretion of the Library Director or a Library Supervisor. Exceptions/Accommodations will be designed to increase the accessibility of the library but will not negatively impact other users' library experience (MCP 2015, Page 1, Note 3).

Reevaluation of Public Room Policy

The Bastrop Public Library Public Room Policy is reviewed every three years so that it adequately reflects changes in the library's goals and community's needs. Notwithstanding the foregoing, the City of Bastrop may amend the policy at any time as appropriate. The staff may bring forward issues and recommendations for the Director's consideration as part of the amendment process for the policy (MCP 2015, Page 1, Note 4).

Appendix

- American Library Association's [Bill of Rights](#)
- Meeting Rooms: [An Interpretation of the Library Bill of Rights](#)
- Bastrop Public Library Fee Schedule:
 - https://library.municode.com/tx/bastrop/codes/code_of_ordinances?nodeId=APX_AFESC_SA1.12LI
- Definitions: page 6
- Public Room Reservation Application: page 7
- Public Room Reservation Reconsideration Application: page 8

Definitions

The following definitions outline the intent of words or phrases used in the Bastrop Public Library's Public Room Policy.

Community Group

Does

- Support the library's mission
- Consists of individuals from Bastrop County
- Consists of three or more individuals
- Gather for education and community building around a shared interest

Does Not

- Profit either directly or indirectly through meeting at the library.
- Have a nonprofit status

Library Partner

Groups/organizations who participate in a mutually beneficial collaboration with the library through a written/verbal agreement. Partner contributions provide and/or promote activities, services, events, and/or programs for the public in ways that support the library's mission.



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Room Reservation Application

Organization Information

Organization name: _____

Email address: _____

Primary contact: _____ Phone number: _____

Secondary contact: _____ Phone number: _____

Meeting Information:

Date: _____ Start time**: _____ Event start time**: _____ End time**: _____

Room (circle one): Maynard Conference Pressley Meeting

Purpose of meeting (2-3 sentences) : _____

By signing this application, I confirm the following statements:

- I hereby apply for the use of the Lina S. Pressley Meeting Room or Billy and Clara Maynard Conference Room of the Bastrop Public Library
- My organization and I agree to follow all of the rules and procedures listed in the Bastrop Public Library's Public Room Policy (MCP 2015, Page 1, Note 5).
- I understand that I am assuming financial responsibility for any damage, losses, or clean-up expenses that may result from the use of library facilities (MCP 2015, Page 4, Note 38).

Signature: _____ Name (printed): _____

Title: _____ Date: _____

Staff Information:

Approved (circle one): Yes No Received initials: _____

Partner (circle one): Yes No Rental fee: _____

If no, state reason: _____

Library director or acting agent name: _____ Date: _____

Library director or acting agent signature: _____

** (MCP 2015, Page 2, Note 28)



Room Reservation Exception Application

Organization Information Date/time of meeting: _____

Organization name: _____

Primary contact: _____ Phone number: _____

Select the exception to the public room policy that you are applying for:

- Request to meet multiple times a month
- Request to meet longer than three hours
- Request to book more than one room at a time
- Request re-occurrence: _____
- Other: _____

Reason: _____

Name (printed): _____ Title: _____

Signature: _____ Date: _____

To keep public rooms available, decisions on exceptions may not be made until 2 weeks before the requested meeting date.

Staff Information:

Approved (circle one): Yes No

Partner (circle one): Yes No

Previous exceptions: _____

If no, state reason: _____

Library Director or acting agent: _____ Date: _____

Library Director or acting agent signature: _____