

ARTICLE 7: MEETING ROOM POLICY

To encourage community engagement and the sharing of ideas and experiences, the Leon Valley Public Library has a meeting room available for public use. The meeting room is provided as a service to the public and is subject to availability and compliance with the terms of this policy. This policy does not apply to the use of the meeting room by the Leon Valley Public Library or the City of Leon Valley or programs sponsored or co-sponsored by the Library or the City.

7.01 GUIDELINES FOR MEETING ROOM USE

- 1) Meetings must be free and open to the public.
- 2) No commercial, sales, or profit-making uses of the meeting room is allowed; nNo products or services may be advertised, solicited, or sold.
- 3) Registration and admission fees are not permitted.
- 4) The room is available on a pre-arranged basis for blocks of time that include set-up, meeting, and clean-up time.
- 5) Reservations are on a first-come, first-served basis. Reservations are generally limited to three months in ~~advance~~advance but may extend out to twelve months if approved by the Library Director.-
- 6) Reservations are only available during the library's operating hours.
- 7) LVPL is unable to provide storage of materials for groups or individuals using the room.
- 8) No group shall use the room as a permanent meeting place or as the headquarters of the group.
- 9) All advertisements related to meetings-events held in the meeting room must clearly designate the sponsoring organization and shall not indicate affiliation ~~with or support~~with the Library, support by the Library, or include the Library's logo-

10) The meeting room may not be used for any political event, partisan or non-partisan, including open forums, town halls, and/or campaigns unless sponsored or co-sponsored by the City of Leon Valley or the Leon Valley Public Library.

11) The meeting room may not be used for any private event including but not limited to weddings, showers, family reunions, birthday parties, banquets, or dances.

~~9)~~12) Facilities shall be left in a clean and orderly condition. Room arrangement shall be the responsibility of the user group and must be left in the same arrangement as found.

~~10)~~13) An adult (18 years of age or older) contact person is required for each reservation. This person shall assume responsibility for a group's use of the room.

~~11)~~14) In extenuating circumstances, LVPL may ask a group to cancel a scheduled meeting to allow for library use of the room. If such an event occurs, the Library will give as much notice as possible.

~~12)~~15) Users of the meeting room must adhere to all library policies.

~~13)~~16) Any use of the room that disturbs regular library operations is not permitted.

~~14)~~17) Food and drink may be consumed in the meeting room. All trash resulting from the serving of refreshments must be removed by the organization using the facility.

7.02 EXCEPTIONS

Exceptions to these guidelines may be granted by the Library Director for events sponsored by the Friends of the Library, the Library Board of Trustees, or local government agencies; the guidelines do not apply to City use. Priority for use of the room is given to the Leon Valley Public Library.

7.03 DISCRIMINATION

Library facilities are available on a non-discriminatory basis. The Library does not limit use of the meeting room based on the subject matter or content of the meeting or on the beliefs or affiliations

of the meeting's sponsors. Permission to use library facilities does not constitute an endorsement by the Library.

7.04 RIGHT TO DENY USE

Leon Valley Public Library reserves the right to deny use privileges should any abuse of this policy occur. LVPL may not be held liable for any damage, loss or bodily injury occurring to persons or property affiliated with the scheduled meeting. Meeting room users shall be held liable for any damage to or loss of library property in conjunction with their scheduled meeting.

ATTACHMENT 31 REQUEST FOR USE OF MEETING ROOM

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Request for Use of Meeting Room

If filling out form online, please download and submit by email to library@leonvalleytexas.gov

Date	_____
Full Name	_____
Phone Number	_____ Email _____
Organization Name	_____
Organization Information	_____ _____
Proposed Use of Room	_____ _____

Have you read a copy of the Leon Valley Public Library's Meeting Room Policy?

☐ YES ☐ NO

Do you agree to the terms of the policy?

☐ YES ☐ NO

Do you wish to book more than three months in advance?

☐ YES ☐ NO

<input type="checkbox"/> Single Use	Meeting Date _____
	Start Time* _____ End Time* _____
<input type="checkbox"/> Multiple Use	Meeting Date _____
	Start Time* _____ End Time* _____

**Meetings may be scheduled during the library's open hours only. Meetings must adjourn at least 15 minutes before the library's closing time. Use back of form for additional dates.*

Meeting Room Requests are not final until you receive an approved copy of this form.

Request Approved _____	Request Denied _____
Library Director or Authorized Signature _____	Date _____

Additional Meeting Date Requests

**Meetings may be scheduled during the library's open hours only. Meetings must adjourn at least 15 minutes before the library's closing time.*

Meeting Date _____
Start Time* _____ End Time* _____

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