

**Rita & Truett Smith Public Library
Small Business Center Use Policy
Approved by the Library Advisory Board June 26, 2023**

The Rita and Truett Smith Public Library ("library") has designated spaces for the community to use. The Small Business Center (SBC) was provided by the Wylie Economic Development Corporation as a space to promote entrepreneurship. It is available free for individuals and groups up to 4 people working on business, career and workforce development.

The SBC may be reserved and used for general, non-commercial, informational, training needs including activities such as:

- Discussion groups
- Staff training
- Presentation rehearsal
- Conference calls
- Job interviews (virtual or in person)

The SBC may not be used for

- Private social events
- Commercial purposes such as sales calls or solicitation of goods or services
- Tutoring
- Studying

To use the SBC:

Applicants must be 18 years of age or older, have a current Smith Public Library card and must reserve the room via the library's online reservation system. Children ages thirteen (13) and younger are not allowed. The SBC cannot be reserved more than 90 days in advance of the date the room is needed. The room is only available when the library is open.

The SBC is not intended to serve as a permanent public meeting location for any group. No group may use it on a continuing, week-to-week or month-to-month basis. A maximum number of three (3) reservations are allowed at one time. Applicants may reapply for use of the room upon successful completion of the last reserved meeting.

A completed application, library card number, and any applicable supporting documents are due at the time that the application is submitted. Applications must be submitted 72 hours prior to the room reservation request.

The SBC is not considered reserved until the application is received, approved and confirmed by the library. Reservations shall be accepted, subject to the provisions of this policy, in the order received and depending on the availability of the room. Submitted applications are reviewed Monday through Friday, 9 a.m. to 5 p.m.

The library card or a picture I.D. of the applicant must be presented at the time of the meeting to the Service Desk. All Applicants must check-in and check-out at the Service Desk. The applicant must be present for the duration of the meeting. Library cards other than the applicant's will not be accepted.

Guidelines for use:

- All groups and individuals must comply with the [Patron Behavior Policy](#).
- Food is not permitted in the SBC. Beverages in covered containers are allowed.
- Materials may not be tacked or posted on the walls or windows.
- Furniture may not be moved in or out of the room.
- The SBC is not soundproof; noise levels should not disturb other patrons or staff.
- The library assumes no responsibility for unattended personal belongings.
- The SBC must be vacated fifteen minutes before the library closes.

What's in the SBC?

Media Table with television and HDMI connection provides interactive group viewing and participation in distance learning or other presentation applications. A dry-erase board, markers and eraser are available on one wall.