

MEETING ROOM POLICY - SMITH PUBLIC LIBRARY
APPROVED BY THE LIBRARY BOARD ON MARCH 22, 2021

A. USE OF THE FACILITIES

1. STATEMENT OF PURPOSE – MEETING ROOMS

- A. The Rita and Truett Smith Public Library (“library”) has designated spaces for the community to use.
- B. The Multi-Purpose Room and Conference Room may be reserved and used under the guidelines listed below for general, non-commercial, informational, educational, cultural, and civic needs including activities such as discussion groups, panels, lectures, conferences, and seminars. Meeting Rooms may not be used for private social events or commercial purposes.
- C. All groups and individuals must comply with the [Patron Behavior Policy](#).
- D. A Meeting Room is not considered reserved until the application is received, paid for, 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 an appropriate room.

2. GENERAL MEETING -TERMS AND CONDITIONS

After the library schedules its programs, citizens may apply to use the meeting rooms. Library staff shall determine which applicants may use the meeting rooms on a first-come, first-serve basis and shall have final authority regarding use of the meeting rooms and/or cancellation or discontinuance of reservations. The library does not keep a waiting list or hold meeting rooms.

The applicant must have a current Smith Public Library card. The library card number must be provided when applying for the meeting room. The library card or a picture I.D. of the applicant must be presented at the time of the meeting to the Service Desk. The meeting room will be checked out to the applicant. The applicant is required to check-in the meeting room upon the end of the meeting. The applicant must be present for the duration of the meeting. **Library cards other than the applicant’s will not be accepted.**

A fully complete and signed application, library card number, and any applicable supporting documents are due at the time that the application is submitted. **Payment is due 72 hours after notification of approved application in order for the reservation to be complete.** If the date requested is within 72 hours of approval, payment must be made prior to the scheduled meeting time. A separate application with applicable documents and payments must be submitted for each date requested. Nonprofits must show proof of non-profit status to receive lower fee rates under this policy.

| | Library Hours | Meeting Room Schedule |
|-----------|----------------------|------------------------------|
| Monday | 10am-8pm | 9am-7:45pm |
| Tuesday | 10am-8pm | 9am-7:45pm |
| Wednesday | 10am-8pm | 9am-7:45pm |
| Thursday | 10am-8pm | 9am-7:45pm |
| Friday | 10am-5pm | 9am-4:45pm |
| Saturday | 10am-5pm | 10am-4:45pm |
| Sunday | Closed | Closed |

- A. The meeting rooms are available on the days the library is open and functioning under typical conditions during the times listed on the table above. Reservation time includes both set-up and break-down. Meetings must conclude at least fifteen minutes prior to the closing of the library.
- B. To use any meeting room, organizations and/or individuals must apply a minimum of three business days before the scheduled meeting through our online reservation system. Submitted applications are reviewed Monday through Friday, 9 a.m. to 5 p.m.
- C. All individuals/organizations/companies will be required to fill out an application. Applications will be kept on record for a minimum of one (1) year.
- D. The Meeting Rooms are not intended to serve as a permanent public meeting location for any group. No group may use meeting rooms 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 meeting room upon successful completion of the last reserved meeting.
- E. Meeting rooms cannot be reserved more than 90 days in advance of the date the room is needed.
- F. Cancellations must be made at least 48 hours in advance for a refund.
- G. Failure to notify library staff of a meeting cancellation within 48 hours may result in privileges being revoked. In the event an applicant has three (3) no-shows, privileges to reserve a meeting room will be revoked for a period of one (1) year.
- H. All applicants must check-in and check-out at the Service Desk, the first desk as you enter the library. A staff member is required to unlock the meeting room at the beginning of the meeting and lock it after the meeting. Applicants are not permitted to enter an unlocked meeting room without first notifying a staff member.
- I. Groups using the meeting room shall be responsible for setting up chairs, tables, and other equipment before the meeting, maintaining order during the meeting, taking down whatever they put up after the meeting, and seeing that the facility is neat and clean at the conclusion of the program. Groups are fully responsible for the cost of any and all damages based upon actual repair or replacement costs.
- J. Commercial use of any kind is prohibited. Direct and indirect solicitation of goods or services and collection of fees for any purpose, including fundraising, goods, services or admission is prohibited.
- K. A meeting room may not be used for a social gathering such as a wedding shower, a baby shower, a birthday party, a dance, or a similar activity.
- L. A meeting room may not be used for a political partisan event in support or protest of a cause. Rooms may not be used for the creation or distribution of materials for a political campaign or for any other purpose in support of a political campaign, ballot issue or candidate.
- M. All fire regulations must be followed including room capacity and clear aisles, exits, and doors. In addition, candles and other open-flame devices (lighters, matches, torches, etc.) are prohibited.
- N. All meeting room applicants must be 18 years of age or older. Meetings consisting of minors (17 years and younger) must provide supervision by adults 18 years of age or older.
- O. The library reserves the right to revoke a reservation if the program or gathering is disruptive to the library's normal course of business or is in violation of the [Patron Behavior Policy](#).

- P. Activities in the room must not disrupt regular library operations including, but not limited to, soliciting or conducting surveys, making loud noises, blocking entries, fire lanes or walkways, etc.
- Q. The library reserves the right to deny applications for programs that are in conflict with established programs and services offered by the library.
- R. Chairs and tables are available in the meeting rooms. The following items are also available: **Conference Room** (television); **Multipurpose Room** (lectern, overhead projector and sound system with microphone.)
Note: Computers and other electronic devices are not provided by the library.
- S. Groups are responsible for enforcing the City's smoking ordinance, which does not permit smoking in city facilities, city property or city parks. *Smoke(s)* or *smoking* as used herein shall mean and includes the carrying, possessing or holding of a pipe, cigarette, tobacco product, weed or other plant product, electronic cigarette, e-cigarette or liquid nicotine of any kind which is burning or emitting a vapor. (City Ordinance Chapter 74, Article 1, section 74-3)
- T. The library is not responsible for any items or materials brought in by meeting room users.
- U. No materials may be tacked or posted in the meeting rooms. Those organizations that violate this policy will be charged a damage fee assessed by library staff.
- V. Organizations will defend, indemnify and hold harmless the library and the City of Wylie of any damage suffered because of or resulting from use of the meeting rooms.
- W. No reservation shall be legally binding. The Library Director may cancel any room reservation or display at any time, with or without cause.
- X. Permission to meet in the library does not constitute endorsement by the library or the Wylie City Council. Library staff, however, reserves the right to attend or observe all meetings. Such attendance or observation shall not constitute endorsement.
- Y. Any publicity or marketing materials for individual or group meetings that include the Smith Public Library name and/or address as the meeting location must include the following disclaimer: "This event is not sponsored by the Smith Public Library. The library does not advocate or endorse the viewpoints of meetings or meeting room users." Use of any library phone number as a contact phone number is prohibited.
- Z. Neither the name nor address of the library may be used as the official address or headquarters of an organization. The library cannot be listed as the sponsoring organization for public relations purposes, but only as the "location site."
- AA. Any announcements or notices to publicize an activity should not be posted or distributed on library premises.
- BB. Refreshments may be served with permission from the Library Director, but no alcoholic beverages are allowed.
- CC. The Library Director shall annually review the library's needs for space and will allocate remaining space for the public following that determination.

3. MEETING ROOM(S) -- OCCUPANCY

The Fire Marshal establishes maximum capacities for library meeting rooms. Meetings must not exceed the occupancy rate.

4. FEES

Payment and applicable supporting documents are due 72 hours after notification of approved application in order for the reservation to be complete. If the date requested is within 72 hours of approval, payment and/or any supporting documents must be submitted prior to the scheduled meeting time. Checks made payable to the City of Wylie. A \$25.00 service fee is charged for returned checks.

a. Multipurpose Room (maximum occupancy 200, no tables or chairs):

- Monday - Saturday:
 - Non-profit 501(c)(3) organizations: \$30.00 per hour, non-refundable. Proof of current 501(c)(3) status is required and must be submitted within 72 hours of application approval.
 - All other users: \$45.00 per hour, non-refundable.

b. Conference Room (maximum occupancy 24, 18 at tables with chairs): Note: Furniture may not be removed from the conference room.

- Monday - Saturday:
 - Users other than non-profit organizations: \$20.00 per hour, non-refundable.
 - Non-profit 501(c) (3) organizations: The Conference Room is free to non-profit organizations. Proof of non-profit status is required and must be submitted within 72 hours of application approval.