

# Smith Public Library

## Meeting Room Policy

*Approved by the Library Advisory Board February 23, 2026*

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### Purpose

The Smith Public Library provides meeting rooms for community use. These spaces support informational, educational, cultural, and civic activities such as meetings, lectures, workshops, and discussion groups.

Meeting rooms may not be used for:

- Commercial activities or sales
- Fundraising or fee collection
- Private social events (birthdays, showers, parties, dances)
- Political campaign or partisan events
- Activities that are in conflict with established programs and services offered by the library

Use of meeting rooms does not imply library or City endorsement. Rooms are not available when the library is not open.

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### Eligibility & Reservations

- The applicant must be 18 years or older and have a current Smith Public Library card.
- Meeting rooms are available on a first-come, first-served basis.
- Reservations must be requested at least 3 business days in advance through the online system.
- Rooms may be reserved up to 90 days in advance.
- A maximum of 3 reservations at one time is allowed.
- Meeting rooms may not be reserved for ongoing, recurring use.
- Food is not permitted in the Small Meeting Room. Food requests must be submitted for the Conference and Multipurpose Rooms on the digital application and are subject to approval by the Library Director.

A reservation is not confirmed until the application is approved and payment (if required) is received.

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## Check-In & Room Use

- The applicant must check in and check out at the Service Desk.
- The applicant must be present for the entire meeting.
- Meeting time includes setup and cleanup.
- Meetings must end at least 15 minutes before library closing.
- Library staff will unlock and lock the room.
- Early entry is not allowed.

Groups are responsible for:

- Setting up and returning furniture
- Cleaning the room after use
- Any damage to library property

The library is not responsible for items brought into the meeting room.

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## Cancellations & No-Shows

- Failure to cancel may result in loss of meeting room privileges.
  - Three no-shows will result in a one-year suspension of reservation privileges.
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## Conduct & Safety

All users must follow the Patron Behavior Policy and:

- Avoid disrupting library operations
- Follow posted room capacity limits
- Keep aisles, exits, and doors clear
- Refrain from loud or disruptive behavior

Prohibited items and activities include:

- Candles or open flames
- Alcohol

- Smoking or vaping (per City ordinance)
- Posting or attaching materials to walls

Adult supervision is required for groups with minors.

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## Equipment & Amenities

- Tables and chairs are provided.
- Available equipment:
  - Small Meeting Room: Dry Erase Board, Television
  - Conference Room: Television
  - Multipurpose Room: Lectern, projector, sound system, microphone

Computers and personal devices are not provided.

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## Publicity & Marketing

- The library may not be listed as a sponsor.
- Printed or digital publicity must prominently include this disclaimer:

“This event is not sponsored by the Smith Public Library. The library does not endorse the viewpoints of meeting room users.”

- Library contact information may not be used.
  - Promotional materials may not be posted or distributed in the library or on the Municipal grounds.
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## Fees

Payment is due within 72 hours of approval. Fees are non-refundable. Fees are assessed by the hour and are not prorated.

### **Multipurpose Room (Capacity: 200 Standing Room Only)**

- Nonprofit 501(c)(3): \$30/hour (proof required)
- All others: \$45/hour

## **Conference Room (Seats 12 comfortably, 18 people maximum)**

- Nonprofit 501(c)(3): Free (proof required)
- All others: \$20/hour

## **Small Meeting Room (Capacity: Maximum 8 people)**

Free for all. Furniture may not be removed from the Small Meeting Room and Conference Room.

A \$25 fee applies to returned checks.

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## **Library Rights**

The Library Director may cancel or deny reservations if:

- The event disrupts library operations
- Policy rules are violated
- Space is needed for library use

Permission to use the meeting rooms does not create a binding agreement.

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.

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## **Questions**

For questions about meeting room use, please contact Smith Public Library staff.