CANYON LAKE COMMUNITY LIBRARY DISTRICT

TYE PRESTON MEMORIAL

LIBRARY

Where books are only the beginning.

Meeting Room Policy

Introduction

The primary purpose of the Library meeting rooms is for programs sponsored by the Library in serving its Mission.

The secondary purpose of the Library meeting rooms is to accommodate a wide variety of public programs that will bring people into the Library, encourage free access to issues and ideas, and meet the social needs of Not-For-Profit Organizations and the general community.

This policy does not apply to the use of the meeting rooms by the Tye Preston Memorial Library or programs sponsored or co-sponsored by the Library.

Size of Group Limitations

- No more than 100 persons may attend events in the Library meeting rooms during normal operating hours. This is a cumulative total for all three (3) Library meeting rooms.
- Parking spaces for use by the meeting room participants are limited to 50 spaces during normal Library operating hours. This is a cumulative total for all three (3) Library meeting rooms.

Use of Library Meeting Rooms

- All applicants for meeting room use must be an adult and have a valid Tye Preston Memorial Library card in good standing.
- Meeting room usage is free for not-for-profit organizations during regular business hours and small community centered groups having no charge meetings that directly support the library's mission. All other persons are required to pay a meeting room rental fee that will vary depending on how many rooms are needed and whether or not they are residents of the Canyon Lake Community Library District. Final determination regarding eligibility for free usage of library meeting rooms rests with the Library Director.
- Meeting rooms at the Tye Preston Memorial Library are designed to meet general informational, educational, cultural, and civic needs. No commercial, sales, or profit-making uses of the meeting rooms are allowed, nor can the rooms be used for private parties.

Acceptable usage of the Library’s meeting rooms includes, but is not limited to:
  - Library-sponsored activities and programs
  - Displays, exhibits or film-viewing
o Canyon Lake and Comal County programs, meetings, and trainings
o Civic, cultural, educational and informational programs and workshops
o Meetings for community service organizations and other civic, recreational, or educational groups
o Non-partisan political events such as public forums open to all candidates or town hall meetings held by current elected officials
o Religious study groups

Unacceptable usage of the Library’s meeting rooms includes, but is not limited to:

o Political campaign events
o Weddings and/or showers
o Family reunions
o Individual and private parties
o Banquets
o Dances
o Commercial uses, i.e. where personal or business profits are the chief aim of the meeting or event
o Religious services

• Use of the Library’s meeting rooms does not constitute Library endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsements are not permitted. Public meetings and events held in the Library are not sponsored by Tye Preston Memorial Library unless agreement to such sponsorship, or co-sponsorship, has been provided in writing by Library Administration prior to scheduling of the meeting room. Unless sponsored or co-sponsored by the Library, publicity for public events held in the Library must not imply sponsorship by, or affiliation with, the Library and must contain the statement, “This event is not affiliated with or sponsored by the Tye Preston Memorial Library. The Library may not be contacted about this organization or event.” Please note this statement will also be included on the library’s online calendar at (www.tpml.org).

• Although the Library will make every effort to avoid scheduling library-sponsored events which conflict with previously scheduled public uses of the meeting room, in the event that such conflicts arise, Library use will supersede public use.

• Groups that use the facility at no cost must hold meetings that are free and open to the public. Groups that pay a rental fee may hold private events and/or charge for the event. The only exception is fundraising events which are outlined further in the “Charges” section.

• Library staff retains the right to attend or observe any meetings or events to ensure compliance with this policy.

• Sponsoring individuals and organizations agree to and shall indemnify, defend and hold harmless the Canyon Lake Community Library District and its appointed officials, boards, committees, agents and employees (collectively, the “District”) against all suits, actions, demands, damages, and expenses of any nature which may be brought or made against the District or which the District may pay, sustain, or incur by reason of the use of library facilities by sponsoring individuals or organizations.

• Library Administration is authorized to determine the appropriate use of the rooms and may deny use upon violation of any policy, rule or procedure. Persons or groups refused the use of
the meeting rooms or persons or groups whose privileges to use the meeting rooms have been revoked, shall be informed of the right to appeal in writing to the Library Board. Such appeals must be submitted in writing to the Library Board within ten (10) days after notice of the refusal to use the meeting rooms or the revocation of use of the meeting rooms. The Library Board shall issue a decision in writing to the complainant within ten (10) days of the next regularly scheduled board meeting.

Scheduling and Reserving Library Meeting Rooms

- Ongoing reservations are to take place three times per year: in November for meetings in January - April of the following year, in March for May - August meetings, and in July for September - December meetings. Groups using the room on a monthly basis will fill out one application per each of the three periods of time.
- Applications for scheduling library meeting rooms can be found on the library website at www.tpml.org. Applications may be submitted by email to reservations@tpml.org or in person at the library.
- Reservations will not be confirmed until a completed application has been received and approved by a staff member. Automated messages from the online application are acknowledging the tentative reservation status. Applicants will be contacted within five (5) business days with their actual confirmation status. Unless submitting for biannual needs which will be reviewed during the proper review time period to ensure no conflicts and that the whole of the meeting room needs are being met.
- Meetings must be scheduled only during the library’s open hours. Meetings must adjourn at least 15 minutes before the library’s closing time. If your meeting starts at the library’s open time, that is the earliest you will have access to the building. Everyone must leave the building and parking lot at closing time.
- The person signing the application form is responsible for the actions of all attendees of their meeting, and for adherence to the guidelines of the library.
- The library reserves the right to cancel reservations for emergencies and for library programs. Reservations which need to be cancelled for library programs will be given at least 30 days’ notice.
- The Library Director has the discretion to limit each organization’s use of the meeting rooms to once per month in order to provide an opportunity for all to use the meeting rooms.
- The Library Director has the discretion to limit or deny an organization’s use of the meeting rooms due to non-compliance with library policy and guidelines.

Charges

- There is no charge to Not-For-Profit Organizations.
- For businesses, For-Profit Organizations, and/or individuals, please ask to see Fee Schedule.
- If the sponsor of a fundraising event gives 100% of the profit to the charitable cause, the sponsor is considered a Not-For-Profit Organization. If the sponsor of the fundraising event shares the profit with the charitable cause, the sponsor is considered a For-Profit Organization.
For groups with an applicable rental fee, the full rental fee is due within five (5) business days of the date of the application approval to finalize the reservation. No refunds will be made for any cancellation less than seven (7) days prior to scheduled event.

Care and Use of Library Meeting Rooms

- Upon arrival, the group must check in to pick up a Meeting Room Information Form and must return the completed form to staff at the conclusion of the meeting. Repeated failure to submit meeting room attendance slips and/or failure to leave the room in good condition may result in loss of meeting room privileges.
- Groups are not allowed access until their designated time listed on their application. This includes access to the kitchen. Please email reservations@tpml.org if you will need to access the room earlier than stated on application. Please note early access is not guaranteed due to other meetings.
- The arrangement of tables and chairs in other than the standard set-up of the room will be the responsibility of the group reserving the room. Any equipment other than what is installed, must be provided by the user and removed at the end of the meeting.
- The Library does not serve as a storage space for meeting groups and as such storage rooms will remain locked. Please see a staff member if your group will need access for extra chairs and tables.
- Reservation of a meeting room does not include the use of library staff, except for basic technical support for the facility’s audio-visual equipment. The library does not provide laptop computers. Library staff will not be available for set-up, clean-up or to rearrange furniture.
- Sanitation supplies will be provided, but it is the responsibility of the group to clean the room before use if they desire.
- Due to the close proximity of the library meeting rooms to the library, noise is expected to be kept at an acceptable level. There will be no amplified music or other activities that would disturb library users.
- Coffee stations are a part of each meeting room with a coffee pot that uses basket type filters, water faucet and sink. However, you must furnish your own coffee, filters, cups, stirrers, napkins and condiments, and clean up after your use.
- Kitchen facilities are not for the exclusive use of any group. Food preparation is limited to warming only, and not for cooking. If you are using caterers, you must include their time for set-up and clean-up when the original booking is made.
  - If using a catering company, the room holder must coordinate with the caterer to deliver at the library’s side door labeled “KITCHEN & COMMUNITY ROOM DELIVERIES ONLY”.
- The Library meeting rooms and kitchen facilities must be left in good condition: clean and restored to the standard set-up. I.e. The coffee pot, if used, must be emptied and cleaned. All trash must be placed in trash cans. Groups serving food or filling trash cans to more than half capacity must remove trash to the dumpster located in the Library parking lot. An inspection of the kitchen area by library staff will be required at the conclusion of your reservation. Failure to leave the facilities in good order will result in a cleaning/damage fee. Until the fee is paid, the group will not be allowed to use the meeting rooms.
• The use of confetti, rice, glitter or any decoration designed to be thrown on the grounds, tabletops, or carpets may not be used. Any group doing so will incur an additional cleaning fee for its removal. Candles may not be used.
• No decorations, banners, or signage may be attached in any way to the walls or ceilings. Rolling white boards and easels are available for use in the meeting rooms. The Library does not provide pads of paper, pens, or flip charts. Dry erase markers may be loaned out upon request.
• Alcohol may not be served during library operating hours.
• The library is not responsible for injuries sustained by those attending the event if due to negligence of the applicant.
• If using the outside access doors or the catering door, the room holder must ask staff to unlock the doors rather than propping them open which creates issues with the library’s A/C system.