



## **MEETING ROOM USE GUIDELINES**

**Please read all of the following information carefully, as some guidelines have changed.**

The primary purpose of the meeting rooms is to provide space for library programs and activities that serve the mission of the library. The meeting rooms also serve as a community benefit and when not in use by the library, are available for rent by the public.

### **Reservations**

- Although you may arrive earlier than your scheduled rental time, you are not allowed to enter the room/facility before the stated reservation times listed on the reservation agreement form.
- All preparations/set-up and cleanup must be done within the hours of your reservation time stated on the agreement, failure to do so may result to no deposit refund.
- All events must plan adequate time for cleanup and room reset to the default plan. 30-60 minutes are recommended, depending on the rental type, room and number of people expected.
- Meeting rooms are not available on Library holidays including New Year's Eve, New Year's Day, Presidents' Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the Day After Thanksgiving, Christmas Eve, and Christmas Day.
- All reservations must be requested two weeks in advance, allowing confirmation of a Library Attendant, required forms, payment, and meeting room orientation.
- Changes in reservation time may not be granted after signing the Agreement Form, pending availability.
- Reservations that are after Library hours will have a Library Team Member on site at the time of the reservation to walk-thru the room prior and after the reservation and complete the Room Rental Checklist.
- Rooms may be reserved up to six months in advance. The Library Director or designee may make exceptions to this time limit. There is no limit to the frequency of the meetings.
- Both non-profit and for-profit uses require a fee. Individual use requires a fee. All fees are set by city ordinance. There are cancellation penalties. ***Group must give 2 weeks prior notice when cancelling a reservation in order to have the security deposit returned.*** All fees, if applicable, must be paid in full at the time the reservation is issued. Cash, personal check (payable to the City of Round Rock), VISA or MasterCard, cashier's check and money orders are acceptable forms of payment. Exception to the fees must be made by the Library Director or their designee.
- When making a reservation, the user will provide all the information requested on the agreement form.
- A signed agreement form, security deposit, and rental fee for each reservation date are required to confirm a reservation.
- Depending on how deposit was paid, a refund of the deposit issued by the City of Round Rock will be made within 2-4 weeks if the meeting room is left in its original condition. Credit card deposits will be issued a credit back to the credit card after the library attendant has provided the rental checklist to the Senior Administrative Assistant.
- Non-profit group use: Must provide tax-exempt designation (such as 501(c)(3), EIN, TIN) at time of reservation. Any 501(c) status is eligible. A letter from the Texas Secretary of State indicating that this is a non-profit corporation is also acceptable.
- Government Agency: The library will waive the fees for local government for up to four hours a month. However, such agencies will be billed for any damage to the facility. Security deposits are waived.



- Co-sponsorship of programs (library director approval required): When the library co-sponsors a program, the library will waive the room rental fees. Co-sponsored programs are free and open to the public. The library will partner with non-profit agencies that meet the mission of the library.
- Equipment will be included on the agreement form.
- Kitchen (Room A & C) will be included on the agreement form.
- An orientation for the use of Meeting Room equipment is required prior to the date of the reservation. Users provide laptop, HDMI cable or appropriate adapter. Requests on the day of the reservation will forfeit the flat fee withholding of \$50.00. The room rates do not include any form of set up assistance.
- Room reservations must be made by an individual who is 21 years of age or older.
- The individual making the reservation as well as the organization, will be held responsible for any and all damages that may occur as a result of the use of the facility.
- Facilities are to be left in good order. No additional furniture or equipment other than that already available in the room will be provided. A group may provide personal furniture or equipment with prior approval.
- Equipment, supplies or personal effects cannot be stored or left in library rooms before or after use. The library is not responsible for lost or stolen items.
- During library operating hours, staff person will open and lock the rooms.

### **Accessibility**

- The Meeting Rooms are located on the first level of the library and have accessible emergency exits.

### **Priorities**

- Library-sponsored programs and library-related programs and meetings.
- All other groups on a first come, first serve basis.

### **General Guidelines**

- The individual completing the agreement form must stay on site at all times and is responsible for the orderly conduct of people attending the meeting, including monitoring appropriate behavior in the library, before, during and after the meeting.
- Adults must supervise children at all times.
- Report all accidents and incidents to library staff as soon as possible.
- All minors' functions and activities must be chaperoned by an individual(s) 21 years or age or older.
- The use of tobacco products is not permitted within the library or on the front entrance area of the library except where specifically designated as a smoking area by appropriate signage.
- Alcohol is not permitted.
- All exits must be kept unlocked at all times. Open aisles must be maintained within the seating arrangement to provide clear access to exits. Access to fire extinguishers must not be blocked.
- The library will not post any announcements or notices for private or for-profit reservations.
- Nothing may be attached to the ceiling tiles. Hooks and corkboard on the walls may be used to hang items.
- The use of candles, incense, open-flame devices, flammable and combustible liquids in the building is prohibited.
- Attendance at meetings will be limited to the capacity of the individual meeting rooms. Seating and/or supplementary furniture are not allowed in corridors outside the meeting rooms.



- Groups failing to comply with any part of this policy or the established procedures may be asked to cancel their meeting and may be denied further use of the meeting room.

**Disclaimer**

The City of Round Rock and the Round Rock Public Library assume no legal responsibility for personal injuries, thefts or losses of private property while on or using City facilities. Each organization and group should provide their own personal liability insurance where injuries, thefts or losses might occur.

Use of the meeting room by any group signifies acceptance of the terms of this policy.

Use of the Library’s meeting rooms does not constitute Library or City of Round Rock endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsements are not permitted unless library has consented to co-sponsor a meeting or event.

I, the undersigned, accept the guidelines listed above and are willing to comply with all conditions and requirements. I also waive liability of personal harm arising out of my use of the rental and accept responsibility for it.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature