



Meeting Room Policy

PURPOSE

In keeping with the Library's mission and strategic initiatives to “connect people and ideas” the Dripping Springs Community Library meeting room is available for use by community groups for informational, educational or cultural meetings and programs when not needed for library purposes. Use of the library meeting room does not imply endorsement by the library staff or Trustees of the viewpoints presented.

POLICY

The Library Board encourages the widest possible use of the library meeting room by government agencies and nonprofit community groups as long as this use does not interfere with the normal functions of the library.

- All meetings shall be open to the public.
- Room may be used for educational, cultural, informational or governmental/civic activities and may include public lectures, panel discussions, workshops and other similar functions.
- Room bookings are subject to cancellation with two weeks' notice if the room is needed for library programming.
- Programs involving the sale, advertising, promotion of commercial products or services, or programs sponsored by a business firm, regardless of purpose, are prohibited except for those covered by the library policy which allows performers at Dripping Springs Community Library programs with prior approval to sell products related to their performance.
- No admission fee, registration fee, donation or monetary solicitation may be sought from meeting attendees unless the library co-sponsors the program.
- Room will not be used for personal or family purposes.
- Groups may reserve space for up to six meetings in a six month period. No single group may have more than six meetings in a six month period unless the Library is a co-sponsor.
- Users agree to abide by all regulations of the library relating to the use of the facilities and accept responsibility for all damages caused to the building and/or equipment beyond normal wear.

CHARGES

There is no charge for use of the meeting room. Library staff should be notified in advance of cancellations. If the meeting is canceled with less than 24 hours' notice the group may be disqualified from future use of the rooms.

GENERAL RULES AND REGULATIONS REGARDING MEETING ROOM USE

Applications/Reservations

- Groups interested in using the library meeting room must first fill out an "Meeting Room Reservation" application. This application must be on file with the administration/director at least one week prior to the first scheduled meeting date.
- An authorized adult representative of the group must request use of the meeting room and fill out the application form. By signing the form the applicant agrees that the "General Rules and Regulations Regarding Meeting Room Use" has been read and understood. Failure to abide by these regulations may disqualify the group from future use of the room.
- The group accepts financial responsibility for any and all damage caused to the building or equipment beyond normal wear. The group contact person will be responsible for any charges incurred by the group.
- The meeting room is scheduled on a first come, first served basis.
- Reservations may be made no more than six months in advance. However, the Library does reserve the right to cancel a scheduled meeting with 2 weeks' notice if the room is needed for library programming. The library will make every effort to avoid a cancellation but does reserve that right.
- Room reservations may be called in but are not confirmed until the application form has been completed, signed and processed.
- Library staff should be notified in advance of cancellations. If the meeting is canceled with less than 24 hours' notice the group may be disqualified from future use of the rooms.
- Meetings at the library will be posted on the daily schedule board in accordance with the information submitted at the time of the reservation.

CONDITIONS OF USE

Schedule

- Meetings must be held during regular library hours.
- Meetings must end on time so the room can be cleared or prepared for other meetings. All meetings must end 15 minutes before closing.
- The meeting room will not be available June 1st thru August 15 because of summer reading program use.

ADA Requirements

- Groups are responsible for ADA (Americans with Disabilities Act) requirements and for providing requested accommodations for meetings or programs. A statement regarding the availability of accommodations must be included in all publicity or notices.

Food or Drink

- Groups who use the library rooms may serve light refreshments (**note: alcoholic beverages are prohibited**) when their plan to do so has been approved by the library.
- The group is responsible for leaving the room in the condition in which it was found. Charges will be assessed for damages or required extra cleanup.

Equipment and Media

- The following audiovisual equipment is available and may be used in the library meeting rooms: media projector, VCR/DVD player and monitor, transparency projector, projection screen, and white board.
- There is no charge for the use of the equipment. Equipment should be reserved at least one week in advance of the meeting. It is recommended that the equipment be reserved at the time the room is reserved. The library can provide assistance with the equipment, but cannot provide an operator during the meeting.

Internet/PC Use

- Wireless internet access is available in the meeting room. Groups will need to bring their own laptops.

Signs

- Signs, working papers or posters may not be attached to the walls of the meeting room, but may be attached to the fabric partition.
- Notice of public meetings at the Dripping Springs Community Library will be posted on the day of the meeting on our outside bulletin board. Any additional signs or posters placed anywhere in the building must be approved by Library Director.