

Community Meeting Room Policy

GENERAL INFORMATION

The Seguin Public Library has rooms available for individuals, groups, and organizations in conformance with the library's mission to provide educational, informational, and recreational resources to patrons of all ages, cultural and economic backgrounds. The meeting space capacity is 128. There are 180 chairs and 28 tables available.

GUIDELINES

The Director has the final authority regarding the use of the community meeting room and/or cancellation or discontinuance of meeting room reservations. Failure to comply with the guidelines listed below may result in the cancellation of the reservation. The Director is not authorized to accept year-long scheduling arrangements from any group or organization.

- I. The room is available for rental Monday – Thursday 9:00 a.m.-7:30 p.m., Friday 9:00 a.m. – 5:30 p.m., Saturday 9:00 a.m. – 4:30 p.m. and Sunday 1:00 p.m. – 4:30 p.m.
- II. The room may not be used for social purposes, such as birthday parties, showers, weddings, family reunions, etc. Since the library is supported by public funds, spaces may not be used for political purposes or by political parties.
- III. The use of tobacco products, alcoholic beverages, or lighted candles are not permitted in any of the rooms. The use of confetti, rice, glitter, silly string, or any decoration designed to be thrown on the grounds, tabletops or floors may not be used.
- IV. No nails, tacks, tape, staples, adhesives, or holes of any kind are to be put in or on the walls. Nothing may be attached to the walls, ceiling, floor, or furnishings.
- V. Food and drink with potential staining properties or items with strong aroma are not allowed, such as red or purple drinks, fish, or brussels sprouts.
- VI. Groups who use the rooms are responsible for the set up and breakdown of the room. Time for the set up and breakdown of the room should be accounted for when making the reservation. Any equipment borrowed must be checked in by a staff member prior to vacating the room. Furniture and equipment must be returned to its original location. No furniture may be moved out of the room, or other furniture from the library brought into the room unless authorized by a staff member.

- VII. Groups who use the room are prohibited from placing outdoor advertising signs, structures, devices or displays on library grounds unless approved by the Library Director.
- VIII. Notice of public meetings in the rooms will be posted on the day of the meeting at the library.
- IX. The meeting space may not be used for storage of equipment, supplies, or personal effects prior or after use of the space. Neither the library nor the City are responsible for materials, equipment, supplies, or personal effects of those using the room.
- X. Attendance at meetings is limited to the maximum capacity established by the Fire Marshal, and all exits must remain unlocked and unblocked. Open aisles must be maintained in seating arrangements to allow clear access to room exits.
- XI. If any group disrupts the normal function of the library due to sound, crowd size or other factors, they may be asked to leave.
- XII. The library reserves the right to have a staff member present at any event to observe or monitor.
- XIII. The Library Director has the authority to end meetings and close the room as deemed necessary to protect the health, safety and welfare of individuals and property, and to maintain proper use of the library facility.

RESERVATIONS

- I. A completed reservation application must be submitted in person or via email (*librarymeetingspaces@seguintexas.gov*) to reserve the community meeting room. The room is not booked/reserved until the library receives the reservation application and security deposit. Once these items are received, the library will email a reservation confirmation to the applicant.
- II. The applicant must be at least 18 years of age or older and be present during the use of the room, as the applicant is responsible for paying for all reasonable repair or replacement cost for damage to the facility space, fixtures, or equipment utilized during the meeting.
- III. Reservations may be made up to 3 months in advance. Reservations will be handled on a first come, first serve basis.
- IV. Groups and/or businesses are limited to 2 meetings per month for no more than 2 consecutive days per meeting. Library or library related groups or programs and City of Seguin Departments are exempt from these limitations.

- V. The reservation application must include the name of the organization, type of organization, time desired, purpose of the meeting, and the name, telephone number, and email address of the person who will be responsible for the group.
- VI. Failure to notify the library of a cancellation at least 48 hours prior to the scheduled meeting and/or not showing for a reservation will result in forfeiture of the deposit. If notice is not given by the required time, the deposit fee will become a cancellation fee. Cancellations must be emailed to librarymeetingspaces@seguintexas.gov.

RENTAL FEES

Rental fees must be paid to gain access to the room.

- I. **Commercial/Business Rental Fee: \$50.00 per hour, time is not prorated**
 - Security deposit: **\$100** – cash or check only.
 - Until the security deposit is received, the reservation is not finalized.
 - The security deposit is required within 7 calendar days of booking the room or the reservation will be cancelled.
 - The security deposit will be returned to the applicant after the meeting has concluded and the room has been checked by a staff member.
 - *Failure to notify the library of a cancellation at least 48 hours prior to the scheduled meeting and/or not showing for a reservation will result in forfeiture of the deposit.*
 - Cleaning fee if food/meals are served: **\$50** per meeting.
 - If room is not vacated 30 minutes before closing: **\$50** per occurrence.
- II. **Nonprofit Organization Rental Fee: \$15.00 per hour, time is not prorated**
 - Security deposit: **\$100** – cash or check only.
 - Until the security deposit is received, the reservation is not finalized.
 - The security deposit is required within 7 calendar days of booking the room or the reservation will be cancelled.
 - The security deposit will be returned to the applicant after the meeting has concluded and the room has been checked by a staff member.
 - *Failure to notify the library of a cancellation at least 48 hours prior to the scheduled meeting and/or not showing for a reservation will result in forfeiture of the deposit.*
 - Cleaning fee if food/meals are served: **\$25** per meeting.
 - If room is not vacated 30 minutes before closing: **\$25** per occurrence.

EQUIPMENT & MEDIA

The library has audiovisual equipment for use free of charge, subject to availability. Equipment should be reserved at the time the room is reserved. An equipment agreement form must be completed and kept on file. Upon arrival the applicant must check with the Library Supervisor in Charge to gain access to the space and equipment. An applicant will be required to leave a photo ID with the Supervisor in Charge to use the equipment. It is the applicant's responsibility to ensure that the premises and/or equipment used are in good condition. The ID will be returned upon completion of the meeting and confirmation that all equipment is present and in working order.

Limited assistance with equipment supplied by the library may be available. The library cannot provide operators for equipment not supplied by the library.

DISCLAIMER

Any promotional materials, pictures, publicity, or paid advertisement by groups using the meeting spaces must include a statement indicating that the program or activity is not sponsored, co-sponsored, or endorsed by the Seguin Public Library or the City of Seguin.

The library will not serve as a point of information referral for patrons who may have questions regarding the meeting or who wish to contact the meeting organizers.

CANCELLATIONS

Should the room be needed for a library or City sponsored program or event, the library has the option of canceling or rescheduling an organization's meeting date. The library will attempt to provide at least two weeks' notice before canceling any reservation, but no group is exempt, and no meeting space is guaranteed.

INCLEMENT WEATHER GUIDELINES

All events planned for the library's Community Meeting Room will be cancelled in the event weather forces the closure of the library. The library will attempt to contact the individual who reserved the room; however, it is the responsibility of organizations and individuals reserving space in the library to find out if the library has been closed due to weather.

If the library remains open during a weather event, sponsoring organizations and individuals will be responsible for rental charges even if they elect to cancel their event. The security deposit will not be returned to groups who cancel meetings without notifying the library.

For rescheduling, the sponsoring organization is responsible for contacting library staff on the next day the library is open. If a satisfactory time is not available, the deposit fee will be returned.

DENIAL OF USE

Use of the room may be denied by the Library Director based on the past failure of a group to comply with this policy or to any group that damages the room, walls, carpet, equipment, furnishing, etc.

The library reserves the right to deny use of meeting spaces to organizations that repeatedly cancel meetings or repeatedly fail to notify the library of cancellations.

Reviewed and approved by the Library Advisory Board 10/11/2022.