

Seguin Public Library Policy

Conference Rooms and Study Rooms

GENERAL INFORMATION

The Seguin Public Library has conference and study 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 rooms are available for use, free of charge.

GUIDELINES

The Director shall have final authority regarding the use of the conference and study rooms and/or cancellation or discontinuance of room reservations. The Director is not authorized to accept year-long scheduling arrangements from any group or organization.

The rooms are available for use of an educational, cultural, informational or governmental/civic activities and may include public lectures, panel discussions, workshops, training and other similar functions.

- I. No space will be available for commercial purposes. A "commercial purpose" is defined as a use intended to produce, or which in fact produces, profit for any private for-profit company, association, corporation, or individual.
- II. Rooms 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. Meetings must be open to the public and no admission fee, registration fee, donation or monetary solicitation may be sought from meeting attendees unless the library co-sponsors the program.
- IV. Drinks with secure tops and snacks are permitted in the rooms. Food or drink with potential staining properties or items with strong aroma are not allowed.

- V. Rooms must be vacated at least fifteen (15) minutes before closing.
- VI. Groups who use the rooms are responsible for the set up and cleanup of the room. Any equipment borrowed must be checked in by a staff member thirty (30) minutes prior to closing. Furniture and equipment must be returned to its original location. No furniture may be moved out of the rooms, or other furniture from the library brought into the rooms unless authorized by a member of staff.
- VII. The use of tobacco products, alcoholic beverages, or lighted candles are not permitted in any of the rooms.
- VIII. 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.
- IX. The meeting spaces may not be used for storage of equipment, supplies or personal effects prior or after use of the space. The Library and the City shall not be responsible for materials, equipment, supplies or personal effects of those using the rooms.
- X. Attendance at meetings shall be limited to the maximum capacity established by the Fire Marshal, and all exits shall be 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 shall have the authority to end meetings and close any of the rooms as deemed necessary to protect the health, safety and welfare of individuals and property, and to maintain proper use of the Library facilities.

RESERVATIONS

- i. The reservation form must include the name of the organization, time desired, purpose of the meeting, and the name(s), telephone number(s), and email address of the person(s) who will be responsible for the group.

- ii. Applicant(s) must be at least 18 years of age or older and be present during the use of conference rooms, as they are responsible for all reasonable repair or replacement cost for damage to the facility space, fixtures, or equipment utilized during the reservation.
- iii. Applicant(s) must be at least 16 years of age or older to the use of the study rooms.
- iv. A form must be completed and submitted to reserve the conference rooms and the 2nd floor study rooms. Reservations may be made up to three (3) months in advance for conference rooms and up to one (1) month in advance for study rooms. All reservations will be handled on a first come, first served basis. Groups are limited to seven (7) meetings per month in the conference rooms. Study rooms are limited to two (2) hours per day and two (2) days per week. Library or Library related groups or programs and City of Seguin Departments are exempt from these limitations.

EQUIPMENT & MEDIA

The Library has audiovisual equipment for use free of charge, subject to availability for use in the conference rooms. Equipment should be reserved at the time the room is reserved. 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 rooms 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 an advanced notice before canceling any reservation, but no group is exempt and no meeting space is guaranteed.

DENIAL OF USE

Use of the rooms 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.