

Number in Attendance _____

Meeting Room Reservation

Date _____ Time _____

Group Name _____

Purpose of Meeting _____

Contact Name _____

Contact Phone Number (_____) _____ - _____

Room Requested: (Circle one)

Large Meeting Room (seats 55 auditorium style)

Conference Room (seats 12 at table)

Study Room (seats 4-5 around table)

I have read and understand the Burleson Public Library Meeting Room Policy and Procedures. Participants in this meeting may attend without charge. Meeting will plan to conclude 15 minutes before scheduled closing

Signature _____

Director's Approval _____

Staff _____

Calendar _____

Work Order _____

POLICIES AND REGULATIONS FOR THE BURLESON PUBLIC LIBRARY MEETING ROOMS

The Burleson Public Library welcomes the public use of its meeting facilities in keeping with the Library's mission to enrich our community by providing opportunities for information, education, inspiration and imagination. Meeting rooms are primarily for use by the library to present library-sponsored programs. **The library reserves the right to cancel reservations for meeting rooms if the space is needed for library activities.**

When not in use for library-sponsored events, meeting rooms are available for use by community groups that meet the library's guidelines and for purposes that are consistent with the library's mission, goals, and objectives.

First preference will be given to groups that are using or sponsoring the use of Burleson Public Library materials or programs. Second preference will be given to non-profit, cultural, scientific, humanitarian, self-help, educational, and community-service groups whose purpose in meeting is to provide information, study, or problem-solving.

Burleson Public Library's meeting rooms are not available for private social gatherings, for money-raising, commercial purposes, for religious services or ceremonies, or for the benefit of private individuals or commercial concerns. They are not available to organizations whose primary business is offering classes for profit or academic credit. Except as required by State Statute for social service agencies or related entities or as otherwise prescribed by governmental rule or regulation, meeting rooms may not be used by groups whose meetings are closed to the general public. Meetings for which tuition or fees are charged or may be recouped through sales or commissions at a later date are not allowed. They are not available to non-profit organizations or trade associations formed for the benefit of commercial concerns. However, a commercial entity or professional practitioner may use a library meeting room to provide an educational program open to the general public related to his or her field of expertise. In such a case, an educational opportunity offered by an expert provides benefit to the public. During such a program, no attempt may be made to sell a specific product or service offered by the entity or practitioner or any other commercial interest. Therefore, the individual or entity offering the program may not solicit personal information (names, addresses, phone numbers, etc.) from the program participants, either as part of a pre-registration process or during the program itself.

The fact that a group is permitted to meet in the library does not in any way constitute library endorsement of the group's policies or beliefs.

REGULATIONS

1. Meeting rooms at the Burleson Public Library are used by the library and other city departments for staff meetings, conferences, and public hearings.
2. **All meetings should plan to conclude no later than fifteen minutes before the library's scheduled closing time.**
3. When not needed for these purposes, the rooms are available during regular library hours (Monday-Saturday) for meetings of a civic, cultural, or educational nature.
4. No admission charge or collections may be accepted during functions unless the funds are to benefit the library or the City of Burleson.
5. The sale of merchandise in connection with library-sponsored programs may be permitted at the discretion of the Library Director.
6. Library Meeting Rooms are supported by the citizens of Burleson and by non-residents library card fees. Non-profit groups may use meeting rooms at no charge with evidence of non-profit status.
7. Reservations will be made only for the dates listed on the application. Additional applications must be made for additional times.
8. Neither the name nor the address of the Burleson Public Library may be used as the official address or headquarters of any organization. No mail or shipments of materials will be accepted for organizations or individuals. Further, the library phone number shall not be used by any groups in meeting announcements.
9. Neither the library nor its employees shall assume responsibility for any property of groups or organizations. At the end of each meeting, all of an organization's property must be removed from the library.
10. Businesses and other for-profit groups are charged the following fees for room use:
 - Large Meeting Room \$50/first 2 hours + \$25/hr. each additional hour
 - Small Meeting Rooms \$25/first 2 hours + \$10/hr. each additional hour
11. A deposit will be charged at the time of application to groups that 1) serve food, 2) use glue, markers, glitter, etc., or 3) borrow library equipment. *Applicants should return equipment in good condition and restore the room to order. Failure to do so may result in the loss of meeting room privileges and any deposits.* When more than one rate applies, the higher rate will be the one charged.
 - \$25 When serving any type of refreshments. Food may not be prepared in the library; red colored beverages are strictly prohibited as they can stain carpet.
 - \$25 If glue, markers, scissors, etc. will be used. Permanent markers are prohibited.
 - \$25 For Use of Small Equipment, such as tape player
 - \$50 For Use of Large Equipment, such as projector
12. Tacks, nails, glue, or tape shall not be used on walls, furnishings, or equipment.
13. To reserve a meeting room, file an application form with the appropriate deposit, if applicable, at least one week prior to the planned meeting. Use of meeting rooms

- should not interfere with the regular functions of the library. Approval or denial of the request is the responsibility of the Library Director based on current Library policies.
14. Library staff may hold a meeting room 48 hours for a group prior to the application's return, however, the reservation is not assured until the completed application form has been filed and approved. Reservations are on a first-come, first-served basis.
 15. The Library Director is responsible for all activities in the library and reserves the right to ask staff to be present during any meeting.
 16. Equipment should be reserved and any assistance noted at the time of application. Less than a five-day notice of equipment needs may find equipment unavailable.
 17. Meeting space may be reserved up to one year in advance. Regular use (monthly or weekly) should be confirmed every three months with the understanding that library or city meetings may take precedence.
 18. Viewing copyrighted films and videos in the Library is restricted to those that are licensed for public performances.
 19. With a full week's notice the library can arrange meeting room set up prior to the meeting. For less than that meeting room set up is not guaranteed, and the party using the facility will be responsible for set up.
 - Approval must be given before attaching materials even temporarily to the walls.
 - Neither the library nor its employees are responsible for the property of an organization, group, or individual using a room.
 20. Use of the library is governed by the same general rules as other municipal facilities.
 21. Tobacco products may not be used inside the library. No alcoholic beverages may be consumed anywhere on library premises.
 22. The signed Meeting Room Application constitutes an agreement that a meeting will take place. If a meeting is canceled, the library must be notified as soon as possible so that this space may be made available to others. Failure to notify the library that a meeting has been canceled will be cause for refusing future requests by that group for meeting room space.

In addition to the above regulations, otherwise eligible groups may from time-to-time be denied use of meeting rooms if granting the request would result in undue interference with regular library operations. Undue interference includes, but is not limited to: insufficient parking places for library customers, noise level of the group, food odors, unsupervised children, etc.

The library reserves the right to revoke permission to use any meeting room to any group or organization which violates or refuses to comply with the rules and regulations established for use of the meeting rooms.