

MEETING ROOM POLICY—SMITH PUBLIC LIBRARY
APPROVED BY THE LIBRARY BOARD JANUARY 14, 2013

A. USE OF THE FACILITIES

1. STATEMENT OF PURPOSE – MEETING SPACES

- a. The City of Wylie built the Rita and Truett Smith Public Library (“Smith Public Library” or “Library”) and has designated spaces in the Library to provide the citizens of the City of Wylie with several locations to convene and hold meetings.
- b. The Meeting Room, Conference Room, and foyer area of the Library (“Meeting Spaces”) may be reserved and used by citizens under the guidelines listed below and for educational, cultural, social, or training purposes only. Notwithstanding anything to the contrary, for-profit companies may reserve and use the meeting spaces for training purposes only.

2. GENERAL MEETING GUIDELINES

After the Library schedules its programs, other citizens may apply to use the Meeting Spaces. The Library Staff shall determine which applicants may use the Meeting Spaces on a first-come, first-serve basis and shall have final authority regarding use of the Meeting Spaces and/or cancellation or discontinuance of reservations.

- a. The Meeting Spaces are available from:

	Library Hours	Meeting Room Schedule
Monday	12pm-8pm	8am-7:45pm
Tuesday	12pm-8pm	8am-7:45pm
Wednesday	9am-6pm	8am-5:45pm
Thursday	12pm-8pm	8am-7:45pm
Friday	11am-5pm	8am-4:45pm
Saturday	9am-4pm	9am-3:45pm
Sunday	Closed	2pm-6pm

Time includes both set-up and break-down. Meetings must conclude at least fifteen minutes prior to the closing of the library or the designated time of the meeting.

- b. To use any Meeting Space, organizations must apply (48 hours before the scheduled meeting) in writing using the forms available at the library.
 - All individuals/organizations/companies will be required to fill out an application. Applications will be kept on record for a minimum of one (1) year.

- The Library limits standing reservations. Standing reservations for monthly meetings may be scheduled to a three-month time period; weekly meetings may be scheduled for a one-month time period. Applicants may reapply for use of the Meeting Space upon successful completion of the last reserved meeting.
 - Applications for Meeting Space use will be accepted up to 90 days prior to the date the room is needed. The 90 day mark is based on the date the application is submitted.
 - The Library does not keep a waiting list or hold meeting space. Rooms are available on a first-come, first-serve basis.
 - Cancellations must be made 48 hours in advance for a refund.
 - Failure to notify library staff of a meeting cancellation within 48 hours may result in privileges being revoked.
 - In the event an Applicant has 3 no-shows privileges to book meeting space will be revoked for a period of 1 year.
 - All Applicants must check-in and check-out at the “Help Desk” located in the Adult Department in the center of the Library. A staff member is required to unlock the meeting room at the beginning of the meeting and lock it after the meeting. Applicants are not permitted to enter an unlocked meeting room without first notifying a staff member.
- c. Groups using the Meeting Spaces shall be responsible for setting up chairs, tables, and other equipment before the meeting, maintaining order during the meeting, taking down whatever they put up after the meeting, and seeing that the facility is neat and clean at the conclusion of the program. Groups are fully responsible for the cost of any and all damages based upon actual repair or replacement costs.
- d. Groups may not charge admission, accept donations, nor take collections.
- e. Groups may not sell, offer, create mailing lists, or in any way advertise merchandise or service.
- f. Young people’s groups must provide adequate supervision by adults.
- g. The Library reserves the right to revoke a reservation if the program or gathering is disruptive to the Library’s normal course of business or is in violation of the adopted Rules Governing the Use of the Library.

- h. Those using the Meeting Spaces are required to keep noise to a minimum so that it does not disturb other library patrons.
- i. Groups are responsible for providing their own equipment, other than chairs, tables, a lectern and audiovisual equipment.
- j. Groups are responsible for enforcing the City's smoking ordinance, which does not permit smoking in any area of the library.
- k. Groups must provide adequate protection for their program materials, exhibits, etc.
- l. No materials may be tacked or posted in the Meeting Spaces. **Those organizations that violate this policy will be charged a damage fee assessed by city staff.**
- m. Organizations will hold harmless the Library and the City of Wylie of any damage suffered because of or resulting from use of the Meeting Spaces or the Library.
- n. No reservation shall be legally binding. The Library Director may cancel any room reservation or display at any time, with or without cause.
- o. Permission to meet or display in the Library does not constitute endorsement by the Library, or the Wylie City Council of any aspect of a meeting or display. Library staff, however, reserves the right to attend or observe all meetings. Such attendance or observation shall not constitute endorsement.
- p. Meeting Spaces must be left clean and in good order after use.
- q. Non-profits must show proof of non-profit status to receive lower fee rates under this policy.

3. MEETING ROOM(S) -- OCCUPANCY

- a. The Fire Marshal periodically establishes maximum capacities for library Meeting Spaces.
- b. Meetings must not go over the posted occupancy rate.
- c. Refreshments may be served, but no alcoholic beverages are allowed.
- d. The Library Director shall annually review the library's needs for space and will allocate remaining space for the public following that determination.

4. FEES

Payment must be received at the time of the reservation. An Application will not be considered without full payment. If the Application is not approved, payment will be refunded. A \$3.00 service fee is charged for debit and credit card transactions.

a. Meeting Room

- Monday - Saturday:
 - Users other than non-profit organizations: \$45.00 per hour, non-refundable.
 - Non-profit 501(c)(3) organizations: \$30.00 per hour, non-refundable. Proof of non-profit status is required.
- Sunday:
 - \$100 per hour for all users, non-refundable.

b. Conference Room:

- Monday - Saturday:
 - Users other than non-profit organizations: \$20.00 per hour, non-refundable.
 - Non-profit 501(c)(3) organizations: The Conference Room is free to non-profit organizations. Proof of non-profit status is required.
- Sunday:
 - \$100 per hour for all users, non-refundable.

c. Foyer (Sunday Only):

- \$100 per hour for all users, non-refundable.