



## **DENTON PUBLIC LIBRARY**

### **MEETING ROOM POLICY**

Approved by Denton Public Library Board, September 5, 2002  
Last amended, January 7, 2016

#### **1. POLICY STATEMENT:**

1.1.1. The Denton Public Library permits use of its meeting rooms. The library meeting rooms are for the primary use of library sponsored programs. It is intended that these meeting rooms be used to the fullest extent for this primary purpose and then made available to other users. Library meeting rooms may be used for meetings which are in harmony with the primary purposes of the library. The library reserves the right to cancel any scheduled activity at any time that conflicts with the primary purpose of the meeting rooms.

1.1.2. Groups and/or activities for which the meeting rooms may be reserved:

- A. Library programs receive first consideration in scheduling meeting room events. The meeting rooms are designed to include activities such as discussion groups, panels, lectures, storytelling, and puppet shows.
- B. The use of the rooms by other city departments pursuant to Policy 500.02 will receive the next highest consideration in scheduling.
- C. Non-profit, educational, civic and community groups, and area businesses may reserve the meeting rooms in the Denton Public Library facilities. **NO SOLICITATION** or exchange of goods or services for profit is allowed and no admission charges may be made.
- D. Requests for meeting rooms or meetings that are social in their purpose will not be granted. Examples of social are: birthday, anniversary, going away, or retirement parties, wedding receptions, and/or parties held to honor a particular person or holiday. Student recitals of for-profit teachers are interpreted to be commercial/social.
- E. Multiday, short term training sessions may be held in library meeting rooms on an annual basis as space permits.

#### **2. RESERVATIONS**

2.1.1. Requests for use of a meeting room should be completed in writing using the official "Application for Use of Meeting Room" and be submitted to the designated staff member within one week of the initial request for a reservation. All groups must identify on the application who shall be its formal representative

and agent while the meeting room is being used. If no form is received within this timeframe, the date/room will be released for others to reserve.

- 2.1.2. Recurring reservations for meeting rooms may be accepted for a period of up to one (1) calendar year. Such reservations can be renewed by written request in October prior to that calendar year's reservations. The library reserves the right to limit the number of reservations by any organization so that all groups may have a fair opportunity to use the meeting rooms. If a recurring reservation is not used two times consecutively, all remaining reservations may be cancelled, and the group will be so notified.
- 2.1.3. Groups in partnership with Library staff may meet weekly in meeting rooms during daytime (before 5 p.m.) or weekend hours. All other groups are limited to one (1) meeting per month.
- 2.1.4. Meetings will normally be held only during regular library hours. Meetings must terminate 15 minutes before closing time, or at the request of the designated staff member.
- 2.1.5. Reservations will be revoked if the library determines in its sole discretion the meeting room use is not in compliance with this policy and any expenses incurred by a group booking the meeting room will be that group's responsibility.
- 2.1.6. Room use must be under the direct supervision of the adult making the reservation, or their designated representative, as stated on the application.
- 2.1.7. Set-up and clean-up time must be included in the reservation time.
- 2.1.8. No group shall assign its space or reservation to another group.
- 2.1.9. Meetings are confined to the reserved meeting room, but may be transferred to a new room at the library's discretion.
- 2.1.10. Groups may not disturb regular library activity. If a group chooses to use a microphone or audible device during its meeting time, the sound level must not disrupt or disturb regular library activity or library patrons.

### **3. FEES**

- 3.1.1. Organizations using any library facility are fully responsible for any damages based upon actual repair or replacement costs of library facilities or equipment.
- 3.1.2. No fees are charged for the use of library meeting rooms. Groups using library rooms may not charge admission.

- 3.1.3. Audiovisual equipment may be available at some locations. Arrangements to use equipment must be made in advance at the time of the request for use of a meeting room. Please see the “Application for Use of Meeting Room” for types of equipment available. If groups choose, they may use their own equipment.

#### **4. REFRESHMENTS**

- 4.1.1. Alcoholic beverages are only permitted during a city-approved activity or event when approval for the possession or consumption of alcoholic beverages is given in advance by the city.
- 4.1.2. Each group shall leave the kitchen area and meeting facilities as clean and orderly as found. Failure to do so may result in loss of privileges.
- 4.1.3. All paper goods, food and drink items including coffee makings and the contents of the refrigerator are strictly for library program use. The group or organization may use appliances but are responsible for bringing all paper goods and refreshment items.

#### **5. USER RESPONSIBILITIES**

- 5.1.1. The library staff shall be consulted prior to moving library furnishings outside of meeting room areas.
- 5.1.2. City ordinance prohibits the use of tobacco products in all forms including the use of electronic cigarettes.
- 5.1.3. The library will not store property or equipment for a group prior to the meeting without arrangements made in advance and will not be held responsible for any property or equipment left after the conclusion of any reservation.
- 5.1.4. The group or organization using a meeting room shall be responsible for setting up chairs, tables, etc. and shall replace them to meet the posted room configuration.
- 5.1.5. Groups must remove their equipment and supplies at the end of the reservation time.
- 5.1.6. Nails, thumbtacks, etc. must not be used to attach decorations to the structure or to the furnishings. Decorations may be used on tables only. No fire, flame, or candles are permitted.
- 5.1.7. Organizations may collect donations to cover incidental expenses connected to the reserved meeting only, but may not solicit donations or make sales.

- 5.1.8. Nonprofit 501(c) (3) organizations may use meeting rooms for fundraising events.
- 5.1.9. Anything being taken into or out of meeting rooms by the public may be subject to examination at the request of the library.
- 5.1.10. Due to fire code regulations, the number of persons in attendance shall not exceed 88 in the South Branch Library Meeting Room, 100 in the North Branch Library, and 82 in the Emily Fowler Library.

# APPLICATION FOR USE OF MEETING ROOM DENTON PUBLIC LIBRARY

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Please indicate which library:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> North Branch<br>3020 N. Locust St., 76209<br>Fax: (940) 387-5367 | <input type="checkbox"/> South Branch<br>3228 Teasley Ln., 76210<br>Fax: (940) 349-8383 | <input type="checkbox"/> Emily Fowler Central<br>502 Oakland St., 76201<br>Fax (940) 349-8101 |
|---|---|---|

Organization: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Meeting Date(s): \_\_\_\_\_

Beginning and ending time for room reservation (Please include room set up and clean up time):

\_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Beginning and ending time of **actual meeting**: \_\_\_\_\_

Will this meeting be advertised to the public?     Yes                     No

If yes, where?: \_\_\_\_\_

Person Responsible for meeting room and clean up: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Organizations are responsible for bringing their own paper goods, serving ware, and refreshments.**

We, the Organization, have requested the use of the following items in advance of the requested meeting date:

- |  |   |
|--|---|
| <input type="checkbox"/> Digital Projector | <input type="checkbox"/> Speaker's podium |
| <input type="checkbox"/> Laptop            | <input type="checkbox"/> VGA/HDMI cable   |

**The undersigned agrees on behalf of the above-named organization to be financially responsible for any damage or loss sustained to library property while being used by the organization, to all rules and regulations set forth in the Denton Public Library Meeting Room Policy, and to return the room to the original condition.**

**I, as the Organization's designee, agree to abide by the above stipulations.**

\_\_\_\_\_  
*Signature of person accepting responsibility for the equipment*

\_\_\_\_\_  
*Date*

- Reservation Confirmed     Disapproved     Meeting Room     Program Room     Conference Room

Library Representative: \_\_\_\_\_ Date: \_\_\_\_\_