

### **Meeting Room Policy**

Meeting rooms at Burnet County libraries are provided to promote education and enrichment to the lives of our communities and are available to nonprofit and civic organizations that meet the meeting room policy.

**Permission to use the library facility does not constitute an endorsement of the group by the library staff or its governing authorities.**

1. Meetings held at the library must be public and open to all.
2. Solicitation, admission or other charges, money-raising activities and/or sales not related to the library are not allowed. All programs and exhibits must be free-of-charge. Library sponsored events and programs may require a donation to cover the cost of program expenses at the discretion of the library director.
3. All advertising must include a disclaimer that the event is not in any way affiliated with or sponsored by the Burnet County Library System and must be clearly visible. Library phone numbers and email addresses may not be provided as a contact on any material or otherwise. The library is not obligated to post notices or flyers for functions it does not sponsor.
4. The following uses are not permitted:
  - Meetings that promote, support, or further a commercial interest;
  - Meetings that support a political issue, candidate, or campaign;
  - Meetings that are purely social functions;
  - Religious Meetings.
5. Library related functions may preempt existing reservations. Some branches may restrict usage for extended periods to accommodate these functions.
6. Reservation requests will be honored on a first-come, first-serve basis. A completed Meeting Room Request Form must be on file and approved before a meeting date and time can be finalized. Cancellations should be

made as soon as possible. Failure to notify the library of a canceled meeting may result in the loss of usage privileges, at the discretion of the library director.

7. Meeting rooms may be available when the library is closed, but the key must be picked up during library hours. It is the requestor's responsibility to check the library's schedule for holiday closings and other closings. Keys will only be issued to the person(s) listed on the Meeting Room Request Form. The person(s) on the request form, and the group, are responsible for key and lock replacement costs if the key is lost or not returned before closing time the next day.

8. Allowable occupancy for each meeting room is posted in each meeting room.

9. The group collectively is responsible for observing the Meeting Room Policy and will be held responsible for damages that may occur as a result of the use of the facilities.

10. Meetings may not disrupt the use of the library by others. Persons attending the meetings are subject to all library rules and regulations. Meeting participants must keep their noise to a minimum, especially in the public areas of the library. Parents are responsible for their children.

11. Permission to use the library meeting room may be withheld from groups for noncompliance with the Meeting Room Policy and

- From any group who damages the room, equipment or furniture, or causes a disturbance;
- Any requestor who has falsified any information on the Meeting Room Request Form;
- A group or requestor that is disruptive to library service, a library building, or to any library equipment;
- A group that does not show for their scheduled meeting time without first canceling their reservation.

12. Each Burnet County Library director/designee has the right to terminate any meeting in their facility in progress that disrupts library business.

13. Each library director/designee will resolve questions involving meeting room policies and procedures.

### **Care and Usage of the Meeting Room**

1. Food and drink are allowed in the meeting rooms. A mini-kitchen is provided in some locations and all supplies, food items, and trash must be removed when the meeting concludes. Trash must be disposed of in designated dumpsters.
2. Do not affix anything to the walls. If a white board is available, the user must provide erasable markers and an eraser and leave the board clean.
3. Groups are welcome to arrange the tables and chairs to meet their needs, but must put them back according to the requirements of the library.
4. Meeting rooms must be left in a clean and orderly condition. The library is not responsible for materials, equipment, or possessions left in the meeting room.
5. Before leaving, ensure that the closing checklist is complete and that the doors are locked. The meeting room key may be returned in the book drop if the meeting is after hours, otherwise, return the key to the front desk.
6. Smoking/vaping, tobacco use, and alcohol are not permitted anywhere in the library.

### **Conference Room Policy**

Conference rooms are available at some branches for small private meetings that meet the conference room policy.

1. Conference room usage is available during library business hours on a first come, first serve basis.
2. Each library will set the usage requirements and time limits for their conference room. Conference rooms close prior to the end of regular business hours.

3. Refreshments are not allowed in the conference rooms. Lidded drinks may be allowed at some locations.
4. Any damage is the responsibility of the individual or group using the conference room and may result in the loss of usage privileges.
5. The library has the right to terminate any meeting in progress that is disruptive to library business.