

ABILENE PUBLIC LIBRARY'S MEETING ROOM USE POLICY

The meeting rooms of the Abilene Public Library are available free to all non-profit groups and for a fee to profit and non-resident groups.

CURRENT RATES:

- **Main Library:** \$10.00 per hour
- **Mockingbird Branch:** \$10.00 per hour
- **South Branch:** \$25.00 per hour (additional \$25.00 for use of AV equipment)

- + Meetings must be free and open to the public.
- + No admission fee or donation may be required or solicited from those attending meetings in the library. Merchandise available from a speaker is allowed; however, 20% of the sales must be donated to the Friends of the Abilene Public Library.
- + Use of the library's meeting rooms does not constitute endorsement of viewpoints expressed by participants.
- + Meeting rooms are not available for private parties such as birthday parties, showers, or family reunions.
- + Library programs receive priority in the scheduling of the meeting rooms.
- + The library reserves the right to change, cancel, or revoke reservations for meeting rooms. If changes or cancellations are necessary, the library will provide the affected group as much notice as possible.
- + Meetings or gatherings of any kind that would interfere (such as number of people greater than room size limits, activity or noise levels that disturb other users) with the operation of the library or the safety of its users are prohibited.
- + TV/VCR, overhead projector and other equipment can be furnished by the library, pending availability, or organizations may use their own equipment. The library is not responsible for the loss and/or damage to personal materials used in conjunction with library equipment.
- + Meetings of individuals under the age of 18 years must have an adult sponsor present.
- + Children under eight years of age must be accompanied by a parent or adult caregiver at all times in all parts of the library building.
- + Smoking is not permitted in the library. Alcoholic beverages are not permitted on library property.
- + Groups may not receive mail at the library's address, or publish the library's phone number as a contact for the organization or the meeting.
- + Library staff is unable to deliver messages to meeting participants, except in cases of emergency.