

Meeting Room Use

(Adopted by the Abilene Public Library Advisory Board, November 13, 2017)



The meeting rooms of the Abilene Public Library System are for library-sponsored programs and meetings to carry out the mission and goals of the library. When these meeting rooms are not being used by the library, they are available for community-sponsored programs and meetings that are educational, cultural, and civic in nature.

TYPES of groups and/or activities for which the meeting rooms may be reserved.

- A. Primarily, the meeting rooms are intended for library, library-sponsored, and library-related programming. Library programs receive first considering in scheduling meeting room events.

The meeting rooms may be reserved for use without charge for nonprofit educational, cultural, and civic organizations. The meeting type is designed to include activities such as discussion groups, panels, lectures, forums, and general organizational meetings. These meetings/programs must be free and open to the public. Fees, dues or donations cannot be charged or solicited. Merchandise services may not be sold or solicited.

- B. The meeting rooms may be reserved for use for a small fee by other groups wishing to hold training sessions and private meetings.

Reservation Policy and Use:

- A. The meeting rooms are available during the normal operating hours of the library.
- B. Requests should be completed in writing using the official "Meeting Room Form." Each group will designate, on the application form, a person responsible for being its representative and agent while the room is being used. Applications will be accepted from adults only.
- C. All reservation forms will be submitted in person or by e-mail to Library Administration Staff at least three (3) working days in advance for the first date desired. Applications will be accepted on a first-come, first-served basis. Library programming will take precedence for room use.
- D. Upon acceptance of the application, reservations may be made for the current year (January - December). Changes to reservations may be made by phone to the Library Administrative Office during business hours.
- E. No group shall assign its space or reservation to another group.
- F. Utilization of library rooms must be in full compliance with all local, state, and federal laws and regulations. Access to any meeting cannot be denied or abridged because of race, origin, age, religion, views, disability, or membership in any group.
- G. Meeting room use must not disrupt the use of the library by others. Persons using the meeting room are subject to all library rules and regulations.

- H. Food service of any kind, including light refreshments, must be approved in advance by library administration staff due to lack of kitchen facilities at some sites.
- I. Laptop, overhead projector, sound, 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.
- J. Groups or organizations using the rooms may set up chairs, tables, etc., or may request the building maintenance staff to do so for them. Such requests must be made not less than 24 hours in advance and are subject to availability. The library normally does not provide personnel to assist in handling materials needed by groups using the meeting rooms.
- K. The library reserves the right to limit attendance based upon space availability and safety regulations.
- L. The person/organization designated on the application for a group will be held liable for damages.
- M. Permission to use the meeting rooms is not an endorsement of the Library or the City of Abilene.

Fees: (Non-profit groups offering free programming/meetings are exempt)

- A. Rental fees for the rooms are per hour or any part of an hour as follows:
 - a. Main Library Auditorium/Mockingbird Activity Room = \$10.00 per hour
 - b. South Branch Meeting Room = \$50.00 first two hours, \$15.00 subsequent hour
 - c. South Branch technology fee = \$25.00
- B. All fees are payable upon approval of the application and are refundable when cancellation is made at least 36 hours prior to the scheduled event.
- C. Cancellations are only accepted in the Library Administrative Office, either by phone or in person from Monday through Friday 9 a.m. to 5 p.m.

The Abilene Public Library reserves the right to deny further use of the meeting rooms to any individual or groups who violate the library's policies, rules, or procedures.

Questions regarding interpretation of the above regulations will be decided by the Library Director. An unfavorable decision may be appealed to the Director of Community Services.