

AMARILLO PUBLIC LIBRARY MEETING ROOM POLICY

Effective January 2, 2008

The intent of this policy is to establish guidelines and procedures for the use of Amarillo Public Library meeting rooms. The responsibility for implementing this policy and for scheduling meeting rooms rests with the librarian in charge of the building where the meeting room is located. The Director of Library Services retains final authority for approving requests to use library-meeting rooms. Questions, which are not covered in this policy, should be addressed to the Administrative Office. Call 378-4226.

I. General Guidelines

- A. Meeting rooms in public library buildings are provided primarily for library-related activities such as story hours, film programs, book reviews, discussion groups, and other events sponsored or co-sponsored by the Library and related to furthering the use of library services.
- B. Non-profit groups whose objectives relate to the Library's services and goals as an informational, educational, cultural, and civic service institution may use the meeting rooms for gatherings, free and open to the public during normal library hours.
- C. A non-refundable usage fee will be charged based on room capacity. The usage fee will be waived for Library or City of Amarillo sponsored groups. All room use fees are due at the time the reservation is made. Fees will be refunded if a cancellation notice is received prior to 48 hours before the scheduled meeting.
- D. Use of the Library's meeting rooms does not constitute Library or City of Amarillo endorsement of viewpoints expressed by participants. Advertisements or announcements implying such endorsements are prohibited.
- E. Utilization of meeting rooms must be in full compliance with all local, state and federal laws.
- F. City and Library needs may preempt any other scheduled event.

II. Rules of Use

A. Reservations

- 1. Requests for use of the meeting rooms may be made in person, by telephone, or in writing. Information provided must include name of organization, name of responsible person, telephone number, and number expected to attend. Requests will be honored on a first-come, first-served basis from the citizens of the Amarillo community. All room use fees are due at the time the reservation is made.
- 2. To provide an opportunity for new groups to use the meeting rooms, organizations meeting on a repeating basis cannot reserve meeting rooms more than 60 days in advance.
- 3. Notice of cancellations must be made no later than 48 hours prior to the scheduled meeting day. Usage fees will not be refunded with less than 48 hours notice of meeting cancellation.
- 4. Meetings will not be scheduled before or after library hours. Group representatives will not be permitted to enter the library buildings, nor will deliveries be accepted, before the regular opening time.
- 5. No group may assign its reservation to another group.
- 6. Individuals reserving rooms must be at least 18 years old. The individual making the reservation, as well the membership of the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the facilities.
- 7. Permission to use library meeting rooms may be withheld from groups damaging the room, carpet, equipment, or furniture; causing a disturbance, or any other failure to comply with the rules and regulations.
- 8. Meetings should conclude 15 minutes before the Library closes.

B. Restrictions

1. The meeting room may not be used for:
 - a. Social gatherings such as showers, birthday parties, etc.;
 - b. Commercial groups or purposes, such as in-service training programs, clubs bake sales, etc.;
 - c. Gatherings held for financial gain;
 - d. Activities or noise levels that disturb normal library operations.
2. No admission charges, collections (except for regular club dues), or any other money-raising activities may be attached to any community group meeting held in Library meeting rooms.

C. Care of Facilities

1. Meeting rooms are to be left as they are found.
2. Furniture and equipment from the main area of the Library must not be brought into meeting rooms.
3. Groups using meeting rooms are responsible for any special arrangement or rearrangement of furniture. Library staff will not aid in furniture or equipment arrangement.
4. Attendance at meetings must be limited to the capacity of the individual meeting room. Seating in corridors outside the meeting rooms is prohibited.
5. Open aisles must be maintained within the seating arrangement to provide clear access to exits.
6. Use of additional furniture
 - a. No additional furniture or equipment, other than audiovisual aids, may be used without prior approval. Arrangements for the use of any personal furniture or equipment should be made at scheduling time.
 - b. Some library audiovisual aids are available for use by groups with confirmed meeting room reservations.
7. Equipment, supplies, or personal effects cannot be stored or left in library meeting rooms before or after use.
8. Smoking is not permitted in meeting rooms or in the Library.
9. Group activities involving more than normal wear and tear on rooms are not permitted; for example, classes involving paints and other staining materials.
10. The Library reserves the right to discontinue use of rooms by any group that disturbs the usual regulations and procedures of the Library or creates a nuisance.
11. Serving of food
 - a. Request to serve food must be submitted in advance.
 - b. Simple refreshments (coffee, doughnuts, etc.) may be served in all buildings.
 - c. No meals may be cooked on the premises. Catered meals and covered-dish meals may be served.
 - d. Dishes, kitchen utensils, and cleaning supplies must be furnished by the user organization. Any items stored in the cabinets are for Library use only.
 - e. Kitchens must be left clean and in good order.
 - f. Refreshments may NOT be taken out of the meeting rooms.
 - g. Alcoholic beverages are not allowed.

D. Fee per use

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| a. Standard Single Conference Room | \$20.00 |
| b. Double Conference Room | \$40.00 |
| c. Board Room | \$15.00 |