

RITER C. HULSEY PUBLIC LIBRARY COMMUNITY/STUDY ROOM POLICY

STATEMENT OF PURPOSE

The Community/Meeting Room may be reserved and used for general, non-commercial, informational, educational, cultural, and civic purposes, including discussion groups, panels, lectures, conferences, and seminars. The maximum capacity for the meeting room is 50 people.

The Community/Meeting Room is not available for any function for which admission is charged or during which sales or collections are made unless for the benefit of the Library and/or the City of Terrell.

The Community/Meeting Room is available first to Library and City staff who may reserve the room for Library and City-sponsored meetings, classes, and events. The Director of the Riter C. Hulsey Public Library shall retain ultimate responsibility for the administration of the use of the Community Room; however, the authority to accept reservations may be delegated to full-time staff and employees of the Library.

Requesting a Room Reservation

- The Community Room Reservation Form must be completed and signed by an adult (18 or more years of age) at least **24** hours before room use.
- Reservations may be made online only at <https://hulseypubliclibrary.simplybook.me/v2/#book>, up to two (2) weeks in advance.
- Reservations will be approved on a first-come, first-serve basis. All reservations are subject to cancellation for use by the City of Terrell or the Library. In the unlikely event of a cancellation, the Library will notify the applicant as soon as possible.
- Reservation cancellations must be made 48 hours in advance to receive a full refund. The deposit is nonrefundable for cancellations made less than 48 hours in advance..
- Room reservations must be claimed by the person who made the reservation. In the case of groups using the room, one person represents the group for its tenure in the room. Consecutive reservations by other persons of the same group are not permitted.
- The meeting room is not intended to serve as a permanent public meeting location for any group or individual. No group or individual may use meeting rooms on a continuing basis.

- The Community/Meeting room may be used as a study room, depending on availability.
- Patrons may occupy the room for up to two (2) hours with the option to continue if no programs or events are scheduled.
- Walk-ins are also welcome, pending availability. This can be outside of the allotted reservations; however, the limit of two hours per day still applies.
- Solicitation or sales of products and services is prohibited. Use of the community room does not constitute Library/City endorsement of viewpoints expressed by participants. Advertisements or announcements implying such endorsements are prohibited.
- Any publicity or marketing materials that include the Library's name and contact information must include the disclaimer: "This event is not sponsored by the Hulsey Public Library. The views and opinions expressed in this program are those of the speakers and do not reflect the views or positions of Hulsey Public Library or the City of Terrell."
- The Library does not provide audio, video, or other equipment other than that which is already installed in the room. Audio/visual equipment may be used for meetings only with advance notice at the time of reservation.

Check-in & Room Set-Up

- All applicants must check in and check out at the Circulation Desk before entering the meeting room. Staff will keep the patron's library card or photo identification until check out. During the checkout process, staff will accept payment, and inspect the meeting room for items left behind, and to ensure it has been returned to its original state and/or no damages were incurred.
- Groups or individuals are responsible for all set-up, including tables and chairs, and clean-up, all of which must take place during the reservation period. Groups or individuals are permitted to rearrange meeting room furniture as long as the room is returned to its original configuration.
- Applicant reserving the Community Room assumes responsibility for the audiovisual equipment and any damage that might be incurred during its use.
- Meetings must conclude at least 15 minutes before the closing of the library.

Restrictions: Decorations, Food, & Drink

- City Ordinance Ch. 1 Sec. 1-23. - Smoking regulations:
(a) Prohibit smoking, defined as the lighting, holding or carrying of, or emitting or exhaling the smoke of, a pipe, cigar or cigarette or any kind, is unlawful in all City of Terrell facilities.
- Only simple refreshments and non-alcoholic beverages may be served in the Community/Meeting Room.
- No decorations or additional furniture or equipment other than that provided by the Library is to be used unless prior written approval of the Director has been obtained.

Fees are Per Day

- After-hours use by not-for-profit groups (including meetings that begin during library hours and end after closing) requires a rental fee of \$50 and a deposit of \$25. The deposit may be refunded if the room is vacated in satisfactory condition.
- For-profit individuals or groups must pay a rental fee of \$75 for the use of the Community/Meeting Room, whether that use is commercial, civic, cultural, educational, or informational.
- After-hours use by for-profit individuals or groups (including meetings that begin during library hours and end after closing) requires a rental fee of \$100 and a deposit of \$25. The deposit may be refunded if the room is vacated in satisfactory condition.

After-Hours Procedures

- The individual who signed the Community/Meeting Room request form is the responsible party for room use and, therefore, must be the first on-site to take possession of the room and permit others into the building.
- The requesting individual must remain in the building until all guests have vacated and ensure the room has been restored to its original configuration.
- Deposits for after-hours use will be refunded to the requesting individual within five to seven business days.

HULSEY PUBLIC LIBRARY
COMMUNITY ROOM USE FEES
PER DAY

Non-profit within hours
none

For-profit within hours
\$75.00

After-hours refundable deposit
\$25.00

Non-profit after hours
\$50.00

For-profit after hours
\$100.00