TEXARKANA PUBLIC LIBRARY
MEETING ROOM POLICY

Approved Sept. 10, 1981
Amended July 30, 1990
Amended August, 1992
Amended March 14, 1994
Amended Sept. 8, 2008
Amended January, 2012
Amended July 1, 2013

The Texarkana Public Library System exists primarily to provide organized Library service to the community. One of the ways in which it achieves this purpose is to make the David Nelson Meeting room available for public gatherings.

The guidelines and procedures set forth in this policy have been established to govern the use of the tax-supported facilities. The responsibility for implementing this policy and for scheduling the meeting room rests with the Circulation Services Librarian and the Assistant Circulation Services Manager. The Director and the Library Commission remain the final authority for approving requests to use the meeting room.

DESCRIPTION OF FACILITIES

The David Nelson Meeting Room will comfortably seat 99 people in an auditorium arrangement. It provides a very small raised stage, lectern, viewing screen, speaker system, projection room, and DVD audiovisual equipment. Folding tables are available for a banquet seating arrangement that will seat a maximum of 50 people. A small pantry (with sink and refrigerator) adjoins the meeting room.

SCHEDULING OF ACTIVITIES

All applications for use of the meeting room will be made through the Circulation Services Librarian and the Assistant Circulation Services Manager. Charges for this room will be according to a rate schedule adopted by the Texarkana Library Commission.

1. All requests will be filed on a first-come, first-served basis with two exceptions.
   a. Library sponsored activities shall have first priority in scheduling.
   b. Library related activities shall have a higher priority than non-related activities.

2. Reservations are to be made with the Circulation Services Librarian or the Assistant Circulation Services Manager by a “responsible party” representing an organization, at least two (2) working days in advance of the meeting.

3. No group may transfer or assign its reservation to another group.

4. The Library Commission reserves the right to review, accept, or revoke meeting room privileges at any time.

5. Granting of permission to use Library facilities does not constitute an endorsement of the users or their beliefs by the Library Staff, Library Board, or the Texarkana Library Commission.

RESTRICTIONS

1) The meeting room may **not** be reserved:
   a) More than once a month by any non-library group.
   b) For social gatherings including, but not limited to: showers, birthday parties, receptions, dances, trade shows, rummage sales, etc.

2) The meeting room is not available outside of regular Library hours for any reason.
RESTRICTIONS (continued)

3) Groups using the meeting room:
   a) May not disrupt patrons using the Library.
   b) Are subject to all Library rules and regulations.
   c) Will restrict the use of videos and films to those having Public Performance Rights.
   d) Will be responsible for all items brought into the Library and will be responsible for removing these items at the end of the meeting/event for which they were used.
   e) May use ONLY the front doors or the doors to the Handicapped parking lot for entrance to and exit from the building. All deliveries must be made through these doors.
   f) May use the Loading Zone parking space in the Handicapped lot briefly to load and unload items.
   g) May not park in the staff parking lot without express permission from the Library Director.

CARE OF FACILITIES

The meeting room is to be returned to its original condition. No additional furniture or equipment other than that already available in the meeting room will be provided.

1) Groups and individuals using the meeting room:
   a) May not use furniture or equipment from other areas of the Library.
   b) Are responsible for any special arrangement or rearrangement of furniture.
   c) Will be held responsible for any and all damages that may occur as a result of the use of the facilities or equipment.

2) Permission to use the Library meeting room may be withheld from any group whose participants:
   a) Damage the room, carpet, equipment, or furniture,
   b) Cause a disturbance,
   c) Fail to comply with the rules and regulations.

SERVING OF REFRESHMENTS

The pantry, adjoining the meeting room, is available if requested when the meeting room is reserved.

No meals may be cooked on the premises. Only catered meals, covered-dish meals or light refreshments may be served.

The group or individuals using the room must furnish dishes, kitchen utensils, and cleaning supplies. Any items stored in the cabinets are for Library Use Only.

The Kitchen must be left clean and in good order.

No alcohol is allowed on Library property.
TEXARKANA PUBLIC LIBRARY MEETING ROOM

FEE SCHEDULE

1. **Library groups** and library sponsored activities do not pay a fee.

2. **A Public Agency** such as a City, County, State, or Federal agency (or an agency which depends primarily on public funds for existence) is usually not required to pay the usage fee.

3. **A Service or Civic Organization or a Social Group** is usually not required to pay the usage fee. These include, but are not limited to: nationally recognized chartered organizations which provide and/or promote programs for community improvement, organized and unorganized groups of a private nature meeting for discussions, planning and organizing, studying or viewing films or organizational business meetings (ex. Fraternities, Sororities, Lodges, Clubs, study groups, Scout Banquets, Award Banquets, FH, FFA, Associations, etc.)

<table>
<thead>
<tr>
<th>Group Type</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Library Group</td>
<td>No Fee</td>
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<tr>
<td>Public Agency</td>
<td>No Fee</td>
</tr>
<tr>
<td>Service Organization or Social group</td>
<td>No Fee</td>
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</tbody>
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4. **Commercial Groups** meeting *any* of the following criteria are required to pay a usage fee of $75.
   a. Charges admission fees, luncheon fees, registration fees, membership fees,
   b. Buys, sells, or trades goods and/or services,
   c. Solicits contributions (ex. fund raiser)
   d. Registers people for a service that charges a fee or payment (ex. Insurance seminar)
   e. Displays or promotes products (ex. book signings)
   f. Displays or promotes programs

5. Any organization or group, **Public or Private**, which meets *any* of the Commercial Group criteria will be required to pay the Commercial Group fee.

<table>
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<tr>
<td>Commercial Groups</td>
<td>$75</td>
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<tr>
<td>Public Agency, Service Organization, or Social Group meeting the criteria listed above</td>
<td>$75</td>
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TEXARKANA PUBLIC LIBRARY MEETING ROOM
STATEMENT OF RESPONSIBILITY AND APPLICATION FOR USE OF MEETING ROOM

Application Date: ______/_____/____ Date & Time (duration) of use: ______/_____/____, ________ -- ________
Will you need the meeting room again this year? _____Yes _____No
If so, please list dates and times: ________________________________________________________________

Group Name: ____________________________________________________
Group Type: □ Civic □ Public Agency □ Service/Social □ Commercial □ Other (describe below):

Event Purpose: ______________________________________________________

Contact(s): 1. __________________________ 2. __________________________

Address: ________________________________

Phone number(s): (________) Contact: 1 / 2 Work / Home / Cell (________) Contact: 1 / 2 Work / Home / Cell (________) Contact: 1 / 2 Work / Home / Cell
(Circle Contact & Type)

Email(s): ________________________________

EACH ORGANIZATION IS RESPONSIBLE FOR ARRANGING THE FURNITURE AS NEEDED FOR ITS MEETING
AND EACH ORGANIZATION WILL RETURN THE ROOM TO ITS ORIGINAL CLEANLINESS & ARRANGEMENT.

Banquet seating maximum capacity 50 chairs, 9 tables. Auditorium seating (chairs only) maximum capacity 99 chairs.
# People attending ________ # Tables: ________ - - Equipment: □ Lectern □ Microphone □ Projector

Will refreshments be served? □ Yes □ No (If yes, group is responsible for clean-up.)
□ Coffee Pot (30 cup pot available) □ Punch Bowl (Available)
**No ice, cups, or other supplies are available.**

The following rules apply to all applicants:

- Use of videos and films is restricted to Public Performance Rights videos and films only.
- Organizations or individuals may use the room only once a month.
- No alcoholic beverages allowed on Library property.
- No storage of items owned by any person or group using the meeting room is allowed, and all items must be
  removed from the Library at the end of each event for which they were used.
- Organizations or individuals using the meeting room accept full liability for any damage to the facilities or
  equipment, and agree to confine their activities to the assigned room.
- Satisfactory arrangements must be made with the librarian for operation of the Library’s audio-visual equipment.
- Failure to notify staff to secure the room at the conclusion of an event will result in forfeiture of future reservations.

The undersigned, on behalf of the above organization, has received a copy of the meeting room policy, has read and
agrees to comply with the policy and procedures governing public use of Library meeting rooms. The applicant accepts
full liability for any damage to facilities or equipment, and agrees to confine the organization’s activities to the assigned
room. The applicant agrees to notify the Texarkana Public Library when room is no longer required.

Granting permission to use Library facilities does not constitute an endorsement, by the Library Staff or Board, of the
users or of their beliefs.

__________________________________________ Date *
Signature of Applicant

Approved by: ___________________________ Director’s approval – when needed: __________________________

Texarkana Public Library -- 600 W. 3rd St. -- 903.794.2149 phone -- 903.794.2140 fax -- tammi@txar-publib.org

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*This agreement is valid for twelve (12) months from the date of the signature. All agreements will be purged after twelve (12) months.