



## Meeting Room Policy

The Van Alstyne Public Library's meeting space is primarily intended for use by the library for library-sponsored or co-sponsored programs and City Departments with priority being given to these programs. The Library may also consider non-profit and non-commercial organizations which are considered to be connected with the library's goal of serving the cultural and civic needs of the community.

**Reservation requests can be made up to 3 weeks before the desired date. To be considered, a completed Signature Page (page 3) must be submitted. Applicants will be notified of their approval status within one (1) week.**

Reservation and use of Library meeting rooms will not be permitted to anyone under the age of 18, groups that practice, profess, or have as their policy (official or unofficial) discrimination against any person on the basis of sex, race, religion, sexual orientation, color or national origin; nor shall access be permitted to groups affiliated with organizations which practice, profess or have a policy of such discrimination.

To ensure compliance with copyright law, groups and individuals presenting media not owned by them must demonstrate possession of public performance rights

The library is not responsible for obtaining public performance licenses for media shown by outside groups. It is the sole responsibility of the requesting group to secure the necessary licensing prior to using the meeting room.

Use of room must be within Library Hours of Operation and include time to set up and tear down.

Library Hours:

Mon, Wed, Thursday: 10am – 6pm

Tuesday: 10am – 7pm

Saturday: 10am – 2pm

Friday & Sunday: Closed

Meeting room preparation may begin no more than 15 minutes before the event. All events must be completed and the room vacated by the time designated in the agreement. Meeting start time may be scheduled no less than 15 minutes after the library opens for business. Example: Library opens 10am. Earliest meeting start time would be 10:15am. Meeting end time must be no more than 15 minutes prior to library close time. Example: Library closes 2pm, meeting end time no later than 1:45pm.

Multiple reservations may be made within a 30-day time frame. However, the Library reserves the right to limit the number of meetings held by any one applicant, group, or organization in order to make space available for as many different programs and events as possible. Any on-going program, *defined as more than once a month*, must be approved by the Library Director.

The library reserves the right to revoke permission of the use of the meeting room with the Library Director being the final authority in granting or refusing permission for use of Library Meeting Rooms.

No products, services or memberships may be advertised, solicited, or sold. However, the following will be permissible at library initiated programs:

- Fund raising to benefit the Library that is sponsored by Friends of the Library;
- Sale of books, art, and other items by authors or artists as part of a library program.

Children under the age of 12 accompanying an adult to a meeting must remain with the adult at all times. No child is to be left unsupervised while the responsible adult is attending a meeting. All meetings involving children must comply with the Library's Unattended Children Policy.

Meetings must not disrupt the use of the Library by others or violate in any way the Library's Code of Conduct.

The Library is not responsible for user's equipment, supplies, materials or other items. Items and supplies needed must be brought on the day of the scheduled activity and removed at the end of the activity. Any items left behind will be subject to the Library's Lost & Found policies. Items may not be stored in the library.

The Van Alstyne Public Library is a smoke-free facility. Smoking of any kind, including e-cigarettes or vaping, inside the Library is prohibited.

Use of the Library's meeting rooms for non-Library sponsored programs does not constitute endorsement on the part of the Library or the City of Van Alstyne.

Any materials promoting an event or meeting held in a library meeting room (for example, flyers or poster) may list the Library as the location but may not imply Library of City of Van Alstyne sponsorship or endorsement.

Any and all publicity must be approved by the Library Director prior to distribution of said material.

All individuals using Library meeting rooms and facilities must comply with health, safety, fire, noise, and occupancy codes and ordinances of the City of Van Alstyne.

Attendance at meetings or events will be limited to the capacity of the Meeting Room: 10 chairs with option to add 4.

Users will be held responsible for any damages.

The Library cannot provide staff to set up or arrange the furniture. Setting up the room is the sole responsibility of the user.

Limited use of the refrigerator and microwave is allowed. The stove top may not be used. Contents of cabinets are not for use by anyone other than library staff.

Any complaint or problem about the Meeting Room Policy or the content of a program or event should be directed to the Library Director in writing.

The staff entrance/exit on SE corner of the building may not be used by anyone with the exception of library staff. The door is to remain closed and locked at all times.

**More than one violation of any of these rules may result in revocation of meet room privileges.**

**Signature Page- Return completed form to Library**

Stated intent and use of room:

\_\_\_\_\_  
Printed Name of responsible individual\_\_\_\_\_  
Signature\_\_\_\_\_  
Business or Company name\_\_\_\_\_  
Date of Signature

☐ By checking this box, you hereby state that no copyrighted media will be viewed or listened to while using the Library Meeting Room.

☐ Copyrighted media will be shown and appropriate Public Performance License has been obtained. A copy is attached to this application.

Use of the Van Alstyne Library meeting room is requested for the following dates and times:

\_\_\_\_\_  
Date\_\_\_\_\_  
Time\_\_\_\_\_  
Date\_\_\_\_\_  
Time\_\_\_\_\_  
Date\_\_\_\_\_  
Time\_\_\_\_\_  
Library Director\_\_\_\_\_  
Date Received

Approved? YES or NO

If denied, reason: \_\_\_\_\_

Date of Notification: \_\_\_\_\_ Notification method: \_\_\_\_\_ Staff initials: \_\_\_\_\_

**By your signature, any applicant(s), group(s), or organization(s) agree to indemnify, defend, and hold harmless the Van Alstyne Public Library and the City of Van Alstyne, its officers, agents, and employees from and against any and all claims, suits, and actions of any kind, arising, resulting, and accruing from any negligent act, omission, or error of applicant, group or organization (or any invitee thereof) resulting or relating to personal injuries or property damage arising from the applicant, group, or organization's use of the library's facilities.**

**Your signature below indicates that you have read, understand, and agree to abide by the policy provided, and that you have the authority to bind your business, group, or organization to the terms of this agreement.**

\*Policy revised by the Van Alstyne Library Board March 2024

\*Policy approved by Van Alstyne Library Board May 2022