

# LAGO VISTA PUBLIC LIBRARY

## LIBRARY MEETING ROOM POLICY

RECOMMENDED BY LIBRARY ADVISORY  
BOARD: SEP. 19, 2022  
APPROVED BY CITY COUNCIL: Nov. 3, 2022

The Lago Vista Public Library welcomes public use of its meeting room facilities in keeping with the Library's mission of providing quality materials and services which meet the informational, educational, recreational and cultural needs of the community.

The purpose of this Policy is to establish guidelines and procedures for use of the Library meeting room.

The City of Lago Vista is committed to compliance with the Americans with Disabilities Act (ADA).

### **General Guidelines**

1. In keeping with the mission of the Library, the Meeting Room is available for discussion groups, panels, lectures, conferences, seminars, exhibits, displays, story time, puppet shows, showing of public use films/videos, and activities of the Library.
2. Lago Vista Public Library and City of Lago Vista sponsored events will have precedence in the scheduling of the meeting room. The Library reserves the right to cancel or reschedule a reservation if the room is needed for a Library or City function.
3. The meeting room may not be used for:
  - a. social gatherings, such as showers, birthday parties, family reunions, or weddings,
  - b. religious services,
  - c. political functions/campaigns,
  - d. gambling in any form,
  - e. businesses or for the profit of private individuals, or
  - f. any activities or functions which disrupt the normal function of the Library due to sound, crowd size or other factors
4. The meeting room is available during normal Library operating hours. All events should be scheduled to occur within those hours. An exception to this provision may be made for Library or City of Lago Vista events.
5. To be eligible to use the meeting room, a group or organization must be nonprofit, based in the Lago Vista/Point Venture area, and include three or more individuals.
6. The meeting room does not serve as a study area.
7. The meeting room may be booked by adults which is defined as persons at least eighteen years of age. If teenagers or children are to be present, an adult must be responsible, in charge of, and present during the entire meeting. Groups requesting the use of the meeting room must designate an authorized adult contact for the group who will ensure that all policies are followed.
8. Scheduled meetings must be free and open to the public.
9. There may not be any admission charged, money raised or sales solicited. The exception to this provision will be made for events raising money for the Library.
10. Although groups may not charge an admission fee, they may charge a fee to recoup actual costs of meals, handouts or supplies.

11. Use of the Library's meeting room does not constitute Library or City of Lago Vista endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsements are not permitted. The Library phone number may not be listed as a contact for meetings or events. Signage or literature concerning an event in the meeting room can only be posted or distributed in the Library with the Library Director's permission.
12. Library staff has the right to enter and remain in the meeting room at any time during a scheduled meeting.

### **Reservations**

1. Reservation applications will be honored on a first-come, first-serve basis. Reservation forms are available at the Library or on the Library's website.
2. Requests for use of the meeting room must be made in person. The reservation will not be accepted by the Library until the Meeting Room Reservation Application has been signed by a member of the organization and submitted to the Library.
3. There are no long-term reservation agreements accepted for the meeting room. A group may make two reservations at a time and at the beginning of the second reservation, reserve two additional activities.
4. One reservation form per meeting date must be completed. A single reservation form for multiple meeting dates will not be accepted. Reservation forms are not required for Library or Library-sponsored groups.
5. The length of time for a reservation should take into account set-up, clean-up, and tear-down time for the event being held.
6. To provide fair access to the meeting room to all groups, an organization may use a meeting room only once each month. The Library and Library-sponsored groups are exempt from this restriction.
7. Notice of cancellation should be made as soon as possible. If a group fails to show within 30 minutes of its scheduled start time, it may forfeit current and future reservations.
8. Groups may not assign their reservations to other groups.

### **Care and Use of Facilities**

As established by the City of Lago Vista Fire Inspector, the meeting room has the following capacity: **123** persons if using chairs only, **58** persons using tables and chairs, and **172** persons standing only. There are 96 stacking chairs available, 4 tables (48" x 23 1/2"), and 10 tables (72" x 29 3/4"), and 6 folding tables (72" x 29 3/4"). Attendance at meetings will be limited to these capacities.

1. Groups using the meeting room will be responsible for their own set-up and will be required to return the room to the condition in which they found it. It is not the responsibility of Library staff to set up or take down furniture or clean up, except for Library meetings or events.

2. A large projection screen is available on the south wall. Any use of audio/visual or computer equipment will require advance set-up with Library staff, with the approval of the Library Director.
3. No nails, tacks, tape, staples, adhesives or holes of any kind are to be put in or on the walls. Nothing may be attached to the wall at all. However, a moveable easel is available for use.
4. Furniture and equipment from the main area of the Library may not be brought into the meeting room. Also, meeting room furniture or equipment may not be removed.
5. Personal furniture or equipment may be brought in by a group with prior approval by the Library Director or staff. Arrangements for the use of any personal furniture or equipment should be made at the time the reservation is placed. Such personal items cannot be stored or left in the meeting room before or after use. The Library will not be responsible for materials, equipment, supplies or personal effects of groups using the facility.
6. Alcoholic beverages, smoking, candles or other flammable, combustible or hazardous materials are not allowed in the Library or meeting room.
7. The meeting room has access to a small catering kitchen. No cooking is allowed in the kitchen. With permission of the Library Director, light refreshments such as coffee, sodas or bottled drinks, pastries, cookies, finger food items, or sack lunches are allowed. Food and drink items with strong aromas are not allowed. Any stains made during use of the meeting room will result in cleaning charges. Paper goods, cups, napkins, condiments, etc., are not provided by the Library.
8. Ordinary cleaning supplies and trash bags will be available in the kitchen. All trash resulting from refreshments must be placed in tied bags and deposited in the green garbage cans outside the Library.
9. All exits must remain unlocked at all times during an event. Open aisles must be maintained within the seating arrangement to provide clear access to exits.
10. Library staff has the authority to end meetings and close the meeting room as deemed necessary to protect the health, safety and welfare of individuals and property, as well as to maintain proper use of the Library facilities.
11. A deposit is not required for meeting room reservations. However, the individual making the reservation will be held financially responsible for all damages or losses which occur as a result of their use of the meeting space, the kitchen and/or bathrooms.
12. Permission to use the meeting room may be withheld from groups failing to comply with the Meeting Room Policy.
13. Groups requesting exceptions to the Meeting Room Policy must submit a written request explaining the reason for the exception to the Library Director in advance of the requested event date. The group will be notified in advance if the exception request is approved.

Any questions or concerns regarding the Meeting Room Policy should be addressed to Library staff.