

## Meeting Room Use Policy

There have been several changes to the Kyle Public Library's Meeting Room Policy. Groups interested in using the library meeting room must first fill out the form: "Community Room Contract." This form should be on file at least two weeks prior to the first meeting day.

The form "Community Room Contract" is available at the bottom of this page. If you wish to reserve a room, you may print out the form, complete it, and email it to the library, or just bring it to the library. If you have any questions, please give us a call at 512-262-3889, or send an email to: [circulation \[at\] cityofkyle \[dot\] com](mailto:circulation@cityofkyle.com).

Kyle Public Library  
Meeting Room Use Policy

### PURPOSE

The Kyle Public Library meeting room facilities are designed to meet the library's goal of providing for the informational, educational, recreational and cultural needs of the community by providing a location for publicly accessible meetings. Use of the facilities is available on an equitable basis to groups requesting facility use.

This Meeting Room Use Policy establishes the guidelines and procedures for the use of the library's facilities. The Library Director is responsible for implementing this policy.

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### GENERAL GUIDELINES

City of Kyle and Kyle Public Library sponsored events will have precedence in the scheduling of the meeting rooms. The library reserves the right to cancel or reschedule a reservation, with two weeks notice, if the room is needed for a library function.

Meeting room use will be scheduled only during the hours the library staff is available.

Groups using the meeting rooms will be responsible for their own set-up, and will be required to return the room to the condition they found it.

Meeting rooms may not be reserved for social gatherings such as showers, birthday parties, family reunions, etc. Rooms may not be reserved for political party functions, religious functions, or for commercial purposes. A "commercial purpose" is defined as a use intended to produce profit for any private for-profit company, association, corporation, or individual.

There may not be any admission charged or sales solicited. The exception to this policy will be events raising money for the library itself or to benefit the activities of a non-profit organization. The library reserves the right to require written verification of non-profit status. Such verification shall be in the form of a letter of determination from the IRS or the Texas Secretary of State.

The meeting rooms may not be used for any activity which would be likely to cause an unreasonable amount of wear and tear on library facilities or which would be likely to disrupt the normal activities of the library.

Smoking and alcoholic beverages are not allowed anywhere on the library premises.

Use of the library does not constitute library or City of Kyle endorsement of viewpoints expressed by participants on the program. Advertisements or announcements implying such endorsements are not

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permitted.

The Library Director is the final authority in reserving meeting space.

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### **HOURS AVAILABLE**

Rooms are available during library hours Mon. and Wed. 10:00 AM - 6:00 PM, Tue. and Thur. 10:00 AM - 8:00 PM, Sat. 9:00 AM - 3:00 PM

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### **MEETING ROOMS**

The library's large community room will seat 100 people. The room may be divided into two rooms if a smaller space is needed. Each small room seats approximately 50 people. The community room is equipped with 30 tables, 100 chairs, a projection screen, a lectern, and a piano. Groups who use the community room are responsible for setting up their own tables and chairs and putting them away after their meeting. The adjacent serving kitchen contains a small refrigerator, a microwave and a sink.

The small conference room in the main library will seat up to twelve people at the conference table. Food, drinks, and smoking are not permitted in the small conference room.

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### **APPLICATIONS AND RESERVATIONS**

Groups interested in using the library meeting room must first fill out an "Application for Use of Library Meeting Rooms." This application must be on file with the administration/director at least two weeks prior to the first meeting date.

Reservations may be made no more than five weeks in advance. A separate reservation must be made for each meeting. However, the library does reserve the right to cancel a scheduled meeting with 2 weeks notice if the room is needed for library programming. The library will make every effort to avoid a cancellation but does reserve that right.

Reservations are not considered firm until the Room Use Agreement has been signed by a member of the organization. For groups of more than 40 people where food will be served, a \$75 cleaning fee is required. If both community rooms are used, \$150 fee is required.

City of Kyle and Kyle Public Library activities will not be required to pay a cleaning fee.

Library staff should be notified in advance of cancellations. If the meeting is canceled with less than 24 hours notice the group may be disqualified from future use of the rooms.

The individual making the reservations, as well as the group as a whole, will be held responsible for any damages that occur as a result of the use of the facility.

Permission to use library facilities may be withheld from groups failing to comply with the Meeting Room Use Policy and from any group that damages the facility.

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### **CONDITIONS OF USE**

#### **Schedule**

Meetings must be held during regular library hours.

Meetings must end on time so the room can be cleared or prepared for other meetings. All meetings must

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end 15 minutes before closing.

Equipment, supplies or personal items may not be left in the meeting rooms before or after the scheduled meeting. The City of Kyle and Kyle Public Library are not responsible for any articles lost or stolen from any of the meeting rooms.

### **Food or Drink**

Groups who use the library community rooms may serve light refreshments (note: alcoholic beverages are prohibited) when their plan to do so has been approved by the library. Groups of over 40 people will be required to pay a fee. (see Applications and Reservations)

### **Room Set-Up**

The group is responsible for leaving the room in the condition in which it was found. Groups are responsible for setting up their own tables and chairs and putting them away after the meeting. Charges will be assessed for damages or required extra cleanup.

### **Internet/PC Use**

Wireless Internet access is available in the meeting room. Groups will need to bring their own audio visual equipment.

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## **OTHER POLICY PROVISIONS**

Events with amplified music will not be permitted.

Registration tables, refreshments, or any other activities are not permitted outside of the room unless approved by the Library Director.

No candles or open flames are allowed in any of the meeting rooms.

No decorations may be attached in any way to the walls or ceilings of any of the rooms.

No furniture may be borrowed or moved from other areas of the library.

The City of Kyle and Kyle Public Library are not responsible for any articles lost or stolen from any of the rooms.

Failure to follow the above rules and policies will result in loss of deposit and refusal of further meeting room bookings.

## **Supporting Documents**



[Form for Reserving a Community Room](#)

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