

Kyle Public Library Meeting Room Use Policy Burdine and Jack Johnson Wing

PURPOSE

The Kyle Public Library's Burdine and Jack Johnson 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 meetings. The meeting rooms are available on an equitable basis to groups requesting facility use.

ABOUT THE BURDINE AND JACK JOHNSON WING

There are two meeting rooms, each seating approximately 50 people, which may be opened to create one large space seating approximately 100 people. Tables, chairs, and a projection screen are available for use. Groups who use the meeting rooms are responsible for setting up their own tables and chairs and putting them away after their meeting. Wireless Internet access is available. Groups need to bring their own audiovisual equipment.

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.

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 permitted.

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

MEETING ROOM GUIDELINES

- Library programs and events sponsored by the Kyle Public Library or the City of Kyle 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 or city function.
- Reservations may be made no more than five weeks in advance. A separate contract must be submitted for each meeting.
- **The public may only use the meeting rooms during hours the Library is open.** All meetings must end 15 minutes before closing and cleared of all belongings. Hours of availability are:

Monday through Thursday:	10:00am-7:45pm
Friday:	10:00am-5:45pm
Saturday	10:00am-3:45pm

- Groups using the meeting rooms are responsible for their own set-up and will be required to return the room to the condition in which they found it. The Library does not provide equipment such as projectors, laptops, etc.
- Meeting rooms may not be reserved for social gatherings such as showers, birthday parties, family reunions, etc. or for commercial purposes. A "commercial purpose" is defined as a use intended to produce profit for any individual, association, corporation, or company.

- There may not be any admission charged or sales solicited. The exception to this policy will be events raising money for the City of Kyle or to benefit the Kyle Public Library.
- 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. Additional charges will be assessed for damages or if extra cleanup is required.

The following activities are prohibited:

1. No events with amplified music.
 2. No candles or open flames.
 3. No decorations may be attached in any way to the walls, ceilings or fixtures.
 4. No furniture may be borrowed or moved from other areas of the Library.
 5. Registration tables, or any other activities, are not permitted outside the meeting room unless approved by the Library Director.
- Smoking and alcoholic beverages are not allowed in the Library.
 - 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.
 - All food and beverage service requires submittal of the food waiver form, as well as the completed meeting room contract and payment of fee no less than 24 hours prior to the event.
 - A 24 hour cancellation notice is required. In the event of cancellation, a receipt for fees paid must be presented for a refund.
 - Repeated cancellations will result in the loss of reservation privileges for the period of one year.
 - The individual making the reservations, as well as the group as a whole, will be held responsible for any damages incurred.
 - 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.
 - City of Kyle and Kyle Public Library activities will not be required to pay any fees.

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

**KYLE PUBLIC LIBRARY BURDINE AND JACK JOHNSON WING
Meeting Room Contract**

Acceptance of this form does not constitute a confirmation of your request.

Name of Event: _____

Name of Organization: _____

**Social or Commercial (for-profit) events are prohibited.*

Date of Event: _____ Start Time : _____ End Time : _____

**Reservation requests will not be accepted more than five (5) weeks prior to the event*

Contact Name: _____

Mailing Address: _____ City/State/Zip: _____

Phone: _____ Email Address: _____

Will food or beverage be served (circle one) **Yes** **No**

****No alcohol or drinks with dark colored dye (such as red or purple) is to be served*

****Please complete the Food Waiver form and submit with contract.*

Expected Attendance: _____ Will the event require: **Tables:** ____ **Chairs:** ____

Fees:

_____ One event (up to 2 hours) free each month. Subsequent hours are charged at a rate of \$10 per hour

_____ \$100 fee (required if food/drink is served)

Please read and initial all items below:

_____ I have read the Kyle Public Library Meeting Room Policy and agree to abide by the policies of the Kyle Public Library.

_____ I understand that I am responsible for the conduct of those in attendance at my event, including maintaining an appropriate volume so as not to disturb others in the adjacent rooms or Library.

_____ I understand that I, or the affiliated organization, is responsible for setup, arrangement of tables and chairs, providing any audio/visual equipment and returning room to original condition.

_____ I understand that I, or the affiliated organization, will be responsible for cleanup and will be liable for any damage incurred while using the Kyle Public Library facilities.

All events and cleanup must be completed prior to 15 minutes before the Library closes.

_____ The meeting room contract must be signed and completed along with any payment no less than twenty-four hours (24) prior to the event.

_____ Repeated cancellation of reserved space will result in the loss of reservation privileges for one year.

_____ There is a twenty-four (24) hour cancellation notice required to receive a refund.

_____ In case of refund, a receipt for paid fees must be presented for refund.

Signature: _____ **Date:** _____

For staff use only

Date of Payment: _____ Staff Signature: _____

Amount of Payment: _____ _____ Check (Check # _____) _____ Cash

**KYLE PUBLIC LIBRARY BURDINE AND JACK JOHNSON WING
Food Waiver**

Name of Organization: _____

Date of Event: _____

Time of Event: _____

Reserving Individual/Organizations are responsible for seeing that all Kyle Public Library policies are met. Your initials below indicate that you have read and understand each of the following statements.

- ___ Events with food provided by the reserving party must have a signed Food Waiver form on file with their reservation.
- ___ The reserving party assumes liability when food or beverages are provided.
- ___ All food items must be precooked prior to arriving at the Kyle Public Library.
- ___ All trash should be properly disposed of and not left on tables and/or counters.
- ___ Kyle Public Library personnel should be notified if extra trash receptacles are needed.

Release and Indemnity

- I agree to release and indemnify the Kyle Public Library, City of Kyle and its employees and agents from all liability for injury or illness associated with the consumption of food or beverage provided by myself and/or my organization.
- I assume responsibility for cleaning the room and any damage that may occur.

Signature: _____ Date: _____

Contact Name: _____
(please print name)

Mailing Address: _____ City/State/Zip: _____

Phone: _____ Email Address: _____

For staff use only

Date Received: _____ Staff Signature: _____