

JACK AND BURDINE JOHNSON COMMUNITY MEETING ROOMS

1. Library programs and events sponsored by the Kyle Public Library and/or the City of Kyle will have precedence in the scheduling. The Library reserves the right to cancel or reschedule a reservation with two (2) weeks notice.
2. **Request for reservations may be made no more than five (5) weeks in advance with no more than two (2) meetings per individual/group in a calendar month.** A **separate contract** must be submitted for each meeting. Up to two (2) hours are free each month with subsequent hours charged at a rate of \$10.00 per/hr. The Library **does not** provide equipment such as projectors, laptops, etc.
3. A completed Community Meeting Room request contract and, if food and/or drink will be served, a food and beverage waiver form, and all applicable fees are due no less than 24 hours prior to the event. An event is not confirmed until a request contract and all fees have been received and paid for.
4. Community 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.
5. Admission and any financial transactions **may not** be assessed or charged. **No** solicitation is allowed.
6. 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 up to one year.
7. The public may only use the community meeting rooms during hours the Library is open. All meetings held in the community meeting rooms are open to the public.
8. All meetings must end and cleared of all belongings 15 minutes before closing including setup and breakdown for meetings. Hours of availability are:
 - a. Monday through Thursday: 10:00am-7:45pm
 - b. Friday: 10:00am-5:45pm
 - c. Saturday 10:00am-3:45pm
9. Responsible parties using the community meeting rooms are responsible for their own set-up.
10. Responsible parties will be required to return the room to the condition in which they found it. The individual or group making reservations are responsible for any damages.
11. The community meeting rooms may not be used for any activity which will likely cause 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.
12. The following activities are **prohibited**:
 - a. **No events with amplified music.**
 - b. **No candles or open flames.**
 - c. **No decorations may be attached in any way to the doors, walls, ceilings or fixtures.**
 - d. **No furniture may be borrowed or moved from other areas of the Library.**
 - e. **Smoking and alcoholic beverages are not allowed in the Library.**
13. Registration tables, or any other activities, are not permitted outside the community meeting room unless approved by the Library Director.
14. The City of Kyle and Kyle Public Library are not responsible for any articles lost or stolen.
15. Permission to use Library facilities may be withheld for those failing to comply with the Community Meeting Room Use Policy.

**KYLE PUBLIC LIBRARY BURDINE AND JACK JOHNSON WING
Community Room Request Contract**

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

Name of Event: _____

Name of Organization: _____

****Social or Sales/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:
_____ Up to two (2) hours free each month with no more than a total of two events per 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 Community 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**

[Fill in and sign ONLY if food/drinks will be served]

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: _____