

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

PURPOSE

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

ABOUT THE BURDINE AND JACK JOHNSON WING

There are two community 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 Community Meeting Room 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 Kyle Public 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.

COMMUNITY 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 Kyle Public Library reserves the right to cancel or reschedule a reservation, with two (2) weeks notice, if the room is needed for a Library or City of Kyle function.
- Reservations may be made **no more than five weeks in advance**. A separate contract must be submitted for each meeting. No more than **two meetings are allowed per month**. Up to **two hours per month are free** with subsequent hours incurring an hourly fee. *[see request contract for specific charges]*.
- The public may only use the community meeting rooms during hours the library is open including setup and breakdown for meetings. All meetings held in library facilities are open to the public.
- 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

- Individuals/Groups using the community 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 Kyle Public Library does not provide equipment such as projectors, laptops, etc.
- 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.
- 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 community 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 community meeting rooms 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 community meeting rooms before or after the scheduled meeting.
 - All food and beverage service requires submittal of the Food Waiver form, as well as the completed Community Meeting Room Request 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 Community Meeting Room 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 community meeting room bookings.