

BURNET COUNTY LIBRARY SYSTEM MEETING ROOM POLICY

Each Burnet County Library facility may have designated library meeting rooms for public use. In the interest of public service, these designated areas are available to all civic organizations.

General Guidelines

1. Meetings held in the library must be public meetings and open to all.
2. There is no charge for meeting room use.
3. **Solicitation, admission or other charges, money-raising activities and/or sales are not allowed. All programs and exhibits shall be free. Library-sponsored events, workshops and/or seminars may require a donation to cover the cost of materials, supplies and program expenses at the discretion of the library director.**
4. Advertising, notices or any printed materials must include a disclaimer that the event is not in any way affiliated with or sponsored by the Burnet County Library System. The disclaimer must be clearly visible on the advertising, notice, or printed document in standard size print. Library phone numbers may not be provided as a contact on any material or otherwise.
5. The following uses are **not** permitted:
 - Meetings that promote, support or further a commercial interest;
 - Meetings that directly support a political issue or candidate;
 - Meetings that are purely social functions.
 - Political campaign functions.
6. Requests for use of a meeting room may be made in person or by telephone. A completed reservation form must be on file prior to the meeting. Cancellations should be made as soon as possible to allow other groups to use the room.
7. **Library-related functions may pre-empt existing reservations. No reservations will be accepted during the month of June at some locations.**
8. Reservation requests will be honored on a first-come, first-served basis. Groups may not reserve space on a weekly basis for more than 6 weeks.
9. The individual making the reservation, as well as members of the group as a whole, will be held responsible for damages that may occur as a result of the use of the facilities. The group is collectively responsible for observing the Meeting Room Policy.
10. Permission to use library meeting rooms may be withheld from groups for noncompliance with Meeting Room Policy and from any group who damages the room, equipment, or furniture or causes a disturbance.
11. Designated meeting rooms may be available when the library is closed, but the keys must be picked up during library hours at the library in which the room is reserved.
12. Each meeting room has an allowable occupancy rate as posted by the local fire marshal.
13. Public meeting spaces shall be denied to any requester who has falsified any information on the Meeting Room Request form.
14. The library maintains the right to deny meeting space to a group or requester that is disruptive to library service, a library building, or to any library equipment.
15. Each Burnet County Library Director/designee has the right to terminate any meeting in their facility in progress that disrupts regular library business.
16. Each Library Director/designee will resolve questions involving meeting room policies and procedures.

Care and Use of the Facility

1. Food and drink are allowed in designated Meeting Rooms only.
2. The KEY to the Meeting Rooms must be obtained before the meeting from the library. **It is the user's responsibility to check the library's schedule for holiday closings and other closings.**
3. After the meeting, lock the meeting room door. If after hours, then deposit the key in the designated area identified on the Meeting Room Request form. The person(s) on the request form and the group are responsible for key and lock replacement costs if the key is lost or not returned before closing time of the next day.
4. Meeting room statistics are important to us. The **Meeting Room Statistics Form** must be completed and returned with the key. The key can be returned at the Front Desk during library hours or in the outside book drop after hours.
5. A mini-kitchen is provided in some locations in the community meeting room for light refreshments or bag lunches. No refreshments are allowed in the lobby during library hours.
6. No refreshments are permitted in conference rooms.
7. Please remove all supplies, food items and trash when you leave. Take trash with you or drop it in a designated dumpster.
8. Library facilities must be left in a clean and orderly condition. The library is not responsible for materials or equipment left in the building by users.
9. The library staff will not accept calls or relay messages to people attending meetings except in emergencies.
10. **Do not affix anything to the walls.** If a white board is available the user must supply erasable markers, erasers and clean boards when done.
11. No additional furniture or equipment (except digital projectors) other than that furnished in the meeting room by the library, may be used without library approval. Approved furniture or equipment must be removed at the end of the meeting. Stack meeting room chairs and store tables as required by the library. Please leave floor space clear before locking the room.
12. Programs and exhibits may not disrupt the use of the library by others. Persons attending the meeting are subject to all library rules and regulations. Meeting participants must keep noise to a minimum, especially in the public areas of the library. Parents are responsible for the behavior of their children.
13. Permission to use the library facilities does not constitute an endorsement of the group by the library staff or its governing authorities.
14. The library is not obligated to post notices or flyers it does not sponsor.
15. Smoking is not permitted anywhere in the library by state law.
16. No alcohol is permitted anywhere in the library facility.