

## MEETING ROOM USE GUIDELINES

Please read all the following information carefully, as some guidelines have changed. The primary purpose of the meeting rooms is to provide space for library programs and activities that serve the mission of the library. The meeting rooms also serve as a community benefit and when not in use by the library, are available for rent to the public.

### **Reservations**

- Although you may arrive earlier than your scheduled rental time, you are not allowed to enter the room/facility before the stated reservation times listed on the reservation agreement form.
- All preparations/set-up and cleanup must be done within the hours of your reservation time stated in the agreement, failure to do so may result in no deposit refund.
- All events must plan adequate time for cleanup and room reset to the default plan. 30-60 minutes are recommended, depending on the rental type, room and number of people expected.
- Full payment must be paid within the first 2 weeks of applying for the meeting rooms. If payment is not received within the first two weeks you forfeit your reservation.
- Meeting rooms are not available on Library holidays including New Year's Eve, New Year's Day, Juneteenth, Presidents' Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the Day After Thanksgiving, Christmas Eve, and Christmas Day.
- All reservations must be requested two weeks in advance, allowing confirmation of an attendant, required forms, payment, and meeting room orientation.
- Frequent or recurring reservations are not accepted.
- Changes in reservation time may not be granted after signing the Agreement Form, pending availability.
- Reservations that are after Library hours will have a Library Team Member on site at the time of the reservation to walk through the room prior and after the reservation and complete the Room Rental Checklist.
- Rooms may be reserved up to six months in advance.
- Both non-profit and for-profit uses require a fee. Individual use requires a fee.
- There are cancellation penalties. Two days prior notice when canceling a reservation to have the security deposit returned. All fees, if applicable, must be paid in full at the time the reservation is issued.
- A signed agreement form, security deposit, and rental fee for each reservation date are required to confirm a reservation.
- Depending on how the deposit was paid, a refund of the deposit issued by the City of Round Rock will be made within 2-4 weeks if the meeting room is left in its original condition. Credit card deposits will be issued a credit back to the credit card.
- Non-profit group use: Must provide tax-exempt designation (such as 501(c)(3), EIN, TIN) at time of reservation. Any 501(c) status is eligible. A letter from the Texas Secretary of State indicating that this is a non-profit corporation is also acceptable.

- Meeting Room use is limited to resident and non-resident paid library card holders only.
- Government Agency: The library will waive the fees for local government for up to four hours a month. However, such agencies will be billed for any damage to the facility. Deposit is required for reservation.
- Co-sponsorship of programs (library director approval required): When the library co-sponsors a program, the library will waive the room rental fees. Co-sponsored programs are free and open to the public. The library will partner with non-profit agencies that meet the mission of the library.
- Equipment will be included on the fee schedule form. Renters provide laptops, HDMI cable or appropriate adapter.
- Pantry (A&B Combo Room) will be included on the fee schedule form.
- An orientation for the use of Meeting Room equipment is required prior to the date of the reservation.
- The room rates do not include any form of set up assistance.
- Room reservations must be made by an individual who is 21 years of age or older.
- The individual making the reservation, as well as the organization, will be held responsible for all damages that may occur because of the use of the facility.
- Facilities are to be left in good order. No additional furniture or equipment other than that already available in the room will be provided. A group may provide personal furniture or equipment with prior approval.
- Equipment, supplies, or personal effects cannot be stored or left in library rooms before or after use. The library is not responsible for lost or stolen items.
- During library operating hours, staff person will open and lock the rooms.

## Day of Reservation

- The individual completing the agreement form must always stay on site and is responsible for the orderly conduct of people attending the meeting, including monitoring appropriate behavior in the library, before, during and after the reservation.
- Adults must always supervise children.
- Report all accidents and incidents to library staff as soon as possible.
- All minors' functions and activities must be chaperoned by an individual(s) 21 years or age or older.
- The use of tobacco products is not permitted within the library or on the front entrance area of the library except where specifically designated as a smoking area by appropriate signage.
- **Alcohol is not permitted.**
- All exits must be kept unlocked, always. Open aisles must be maintained within the seating arrangement to provide clear access to exits. Access to fire extinguishers must not be blocked.
- The library will not post any announcements or notices for private or for-profit reservations.
- Nothing may be attached to the doors, walls, and ceiling.

- The use of candles, incense, open-flame devices, flammable and combustible liquids in the building is prohibited.
- Attendance at meetings will be limited to the capacity of the individual meeting rooms.
- Failure to adhere to this policy can result in a loss of meeting room access for the group or organization.

## **Disclaimer**

The City of Round Rock and the Round Rock Public Library assume no legal responsibility for personal injuries, thefts, or losses of private property while on or using City facilities. Each organization and group should provide their own personal liability insurance where injuries, thefts or losses might occur.

Use of the meeting room by any group signifies acceptance of the terms of this policy.

Use of the Library's meeting rooms does not constitute Library or City of Round Rock endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsements are not permitted unless the library has consented to co-sponsor a meeting or event.

I, the undersigned, accept the guidelines listed above and I am willing to comply with all conditions and requirements. I also waive liability for personal harm arising out of my use of the rental and accept responsibility for it.

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**Name**

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**Signature**

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**Date**