

## **Meeting Room Policy, Chambers County Library System**

### **Policy:**

The Chambers County Library System welcomes public use of its meeting facilities in keeping with the library system's mission "to meet the informational needs of individuals and groups, to facilitate informal self-education, to encourage positive recreation and constructive use of leisure time, and to act as a supplemental resource in the formal education of the children and young people in the community".

The Meeting Room Policy establishes guidelines and procedures for the use of the library system's meeting facilities. The person responsible must sign a copy of this policy.

### **Guidelines:**

- The CCLS meeting room is designed to be used for library programs. When it is not needed for library activities it may be used for groups whose aims are educational, cultural, and/or for civic betterment.
- Meeting rooms may not be used for meetings which are partisan, commercial, or religious in their purpose, or which further any one individual's goals.
- Meeting rooms may be used for small private social gatherings such as baby showers, birthday parties, etc.
- Children attending events in meeting rooms must be supervised by an adult at all times.
- Smoking, alcoholic beverages, open flames, and lit candles are not allowed.
- No admission fee may be charged by any group using the library meeting room.

### **Reservations:**

Requests for use of a meeting room may be made in person, by telephone, in writing, or by email. Requests are honored on a first-come first-served basis. Those making reservations do not need to be CCLS cardholders, but must have photo i.d. when signing the forms prior to use of the room.

- When making a reservation, please provide:
  1. Name of organization
  2. Name, address & telephone number of the person liable for the meeting room
  3. Total number of persons expected to attend

- Reservations may be made for the current calendar year. Standing meeting times may be arranged for one-year periods; they will not be automatically renewed at the end of the year.
- If the meeting is cancelled or moved to another location, please inform library staff so another group may utilize the room.
- Reservations for using the meeting rooms after library service hours require access with an entrance key; a refundable deposit of \$10.00 will be required.
- A receipt for the key deposit will be written at time of key pickup. Upon return of the key by the designated time, the deposit will be returned.

Key may be left in the book drop, left in the room or returned in person the next business day; the deposit will be held for the signee to pick up.

**Care and use of facilities:**

- Please leave the meeting rooms as they are found.
- The library system can not provide AV or other equipment unless it is checked out by the person reserving the meeting room prior to the event.
- Equipment, supplies or personal belongings cannot be stored or left in the library system's meeting rooms before or after use. The library system is not responsible for items left in the meeting room.
- The library system provides wireless Internet access which is available throughout the buildings at each of the branches. Ask for access information at the circulation desk when signing forms.
- Light refreshments may be served; limited access to serving and storage space may be available, depending upon the room reserved.
- The person responsible for the meeting takes full responsibility for any abuse or vandalism occurring to the library foyer and restrooms (Anahuac), and meeting room while the key is in his/her possession. Expenses occurring as a result of such incidents will be billed to the signee and his/her organization.
- The library staff will lock entrances to the library and meeting room prior to library closing. If vandalism occurs and these doors are breached and vandalism occurs inside the rest of the building, the individual signer will be held liable.

### **Available meeting rooms and capacities**

The large meeting room at the Chambers County Library in Anahuac is available when the library is closed. The large meeting room is equipped with a sink, 6 tables and 30 chairs. Maximum capacity is 30 people.

The Chambers County Library in Anahuac also has smaller meeting rooms available during library service hours. Each of these rooms holds approximately 7 people.

Meetings at the Juanita Hargraves Memorial Branch in Winnie may only be held during hours the library branch is open. The large meeting room is equipped with a sink, 4 tables and 24 chairs. The smaller meeting room is also available during library hours and holds approximately 7 people.

Questions not covered in this policy can be asked of the library staff.

Approved, Chambers County Library Board, Feb. 2009