

Meeting Room Policy

SECTION 1. PURPOSE

The Allen Public Library's meeting rooms are designed as limited public forums for the welfare of the community and its civic, cultural, and educational groups and organizations. While priority for usage of the meeting rooms will be for Library and City purposes, the Allen Public Library meeting rooms will be made available in the manner set forth by this policy and in a manner consistent with the mission of the Library.

SECTION 2. PRIORITY FOR USE OF ROOMS

Primary use of the meeting rooms shall be for the following:

1. The Library's own programs or programs in which the Library is a sponsor, participant, or cooperative agency.
2. Official meetings, programs, and activities sponsored or conducted by the City of Allen and/or its administration.

Secondary use of the meeting rooms shall be allowed when the rooms are not needed for primary uses. Secondary uses shall consist of those uses other than primary uses which are otherwise authorized by this policy. Those organizations which are local, that is based in Allen, will receive priority over those originating outside Allen.

The meeting rooms at the Allen Public Library shall not be allowed for: meetings that are politically partisan, religious services or instructions, commercial sales or presentations promoting specific companies or products, or purely social or celebratory gatherings.

SECTION 3. CONDITIONS FOR USE OF THE MEETING ROOMS

Each group or organization will be required to submit a Fifty Dollar (\$50) deposit when food or drink is not served; a deposit of One Hundred Dollars (\$100) is required when food or drink is served.

Return of the deposit is contingent upon the determination that no damage to the room or its contents has occurred in conjunction with use of the facility and that the room has been returned to its normal arrangement as indicated in the meeting room door diagram.

SECTION 4. APPLICATION

The Director of the Allen Public Library shall have overall responsibility for reservations and room use and shall provide an application form to be filled out by groups or organizations desiring to use the meeting rooms. The Director may also delegate authority to approve the application for use in accordance with this policy.

Room reservations must be made in person and by a person eighteen (18) years of age or older. Payment of the deposit is due at the time the reservation is made. Reservations may not be made more than 90 days in advance and must be made at least five (5) days in advance. Persons and organizations are limited to reservations of no more than one per calendar month by any individual or organization. Notice of cancellation will be given at least 24 hours in advance of a scheduled program. Failure to do this may result in the refusal of future time.

SECTION 5. GENERAL RULES OF USE

1. Attendance at functions in the meeting room is limited to 50 people (seated).
2. The meeting room must be vacated by closing time.
3. Tables and chairs are provided with the room. Setup arrangement of the room is the responsibility of the person making the reservation. Setup and cleanup time must be included in the reservation time. The room **MUST** be left as shown in a diagram on the meeting room door.
4. There will be **NO SMOKING** in the meeting room or inside the Library building itself. Alcoholic beverages are not permitted.
5. The individual or group making application for use of the meeting room is responsible for any damages to the room or its contents. Abuse of the facilities or failure to comply with the decorum consistent with Library needs may result in denial of future use.
6. Any damages will be charged to the individual or group making use of the meeting room and will be based upon cost of cleaning products, supplies, and services required to repair the damages. Any appeals by users who find such charges to be unfair must be made in writing within ten (10) days after notice of such charges to the City Manager.
7. If special equipment is needed by the user (projectors, microphone, video player, etc.) arrangements must be made at the time of application. Any videocassettes or videodiscs used in the meeting room must have public performance rights.
8. Equipment, supplies, or personal effects should not be stored or left in the meeting room after use. Such items left will be discarded by Library personnel.
9. Nails, thumbtacks, etc. must not be used to attach anything to the structure or to the furnishings. No candles, open flames, or cooking are permitted.
10. The applicant/user by acceptance of the use of the meeting room does hereby release, indemnify and hold harmless the City of Allen, Texas its officers, agents, employees, and invitees (collectively referred to as the "City") from any and all claims, damages, causes of action of any kind whatsoever, statutory or otherwise, personal injury including death, property damage and lawsuits and judgments, including court costs, expenses and attorneys fees, and all other expenses resulting from the use of the facility that the user/applicant, its members and invitees have, or might have, known, or unknown, that might arise directly or indirectly from the use of the facility.