

Appendix A  
University Park Public Library  
Meeting Room Instructions

1. Library staff will unlock the meeting room at the assigned time. At the conclusion of the event, meeting room users must check in with library staff before leaving. For meetings after hours, staff will go to the meeting room at the end time.
2. The main building elevators function from 7 a.m. to 6 p.m. During these hours, attendees may use those elevators to go directly to the 3<sup>rd</sup> floor. Outside of those hours, enter through the Library, and library staff will assist with accessing the main building elevators. *After 6 p.m., the elevators will only travel to the 1<sup>st</sup> floor main lobby without staff assistance.*
3. Use of valet parking for meetings is at the renter's expense and must be approved by building management in advance.
4. Delivery of additional furnishing or equipment must meet building management specifications. Delivery of such items must occur during the renter's contracted time period.
5. The control panels for the lights and window shades in the Community Room are on the wall in the alcove near the kitchen. The control panel for the audio/visual equipment is on the wall by the glass doors. Instructions for this equipment may be found on the counter in the kitchen. The control switch for the audio/visual screen in the Local History / Texana Room is located by the window on the wall on the east side of the room. The control switch for the window shades is on the wall by the door.
6. The tables and chairs may be moved to suit meeting needs, but the room must be returned to its original set up at the end of the meeting.
7. Plants may not be moved.
8. The podium may be used, but must be reserved in advance. Do not turn the volume up beyond mid-level.
9. A white board is available for use. Use markers or erasers provided by library staff. Do not use tape to affix items to the white board.
10. Audio/visual equipment must be requested in advance. Use of the A/V equipment requires use of your own laptop (PC). For Apple products, meeting organizers must provide an adaptor.
11. Use of additional lighting or sound equipment must be approved in advance by the Library Director or designee.

12. No signs can be placed in the main lobby of the building. With Library Director's approval, signage can be placed in the library lobby.
13. Do not put any furniture in the hall or elevator lobby on the 3<sup>rd</sup> floor.
14. Doors to the meeting room must remain closed at all times.
15. Food must be fully prepared before arriving at the meeting room. Equipment can be used to keep prepared food at proper temperature.
16. Paper goods are not provided. Any food or drink in the refrigerator or paper goods in the cabinets is the property of the Friends of the University Park Public Library and may not be consumed.
17. Additional trash bins and liners are available. If refreshments are served, please place all food waste and paper trash in the trash bin.

I have read and agree to all instructions concerning the University Park Public Library meeting rooms.

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Renter

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Date

*Please sign and return this form with payment no later than seven calendar days after receiving approval for the reservation.*