

University Park Public Library

Meeting Room Policies and Procedures

Rental Agreement:

Requests to reserve the University Park Public Library Community Room can be made through the Resident Online Center. A Meeting Room Application, available through the Resident Online Center, must be completed. When a request is made, library staff or the Resident Online Center will inform the requester that their reservation is not valid until approved by the Library Director. The Library Director or designee will review the request and determine whether the use is appropriate.

Failure to comply with Meeting Room policies and Meeting Room Instructions (Appendix A) may result in the suspension of rental privileges. Applications may be rejected, and previously granted permission withdrawn, for violation of policies and procedures. All City of University Park Code of Ordinances apply to purposes and signage for the use of the Library's meeting rooms.

Reservations:

Reservations will be made on a first-come, first-served basis. Reservations for the Library Community Room and the Local History / Texana Room can be made no more than one year in advance. One booking per month is permitted.

The study rooms are for group study only and can be used for up to two hours. No selling, business or contract negotiations, money exchange, or financial transactions will be allowed in the study rooms. There is no charge for the use of these rooms, and reservations may be made no sooner than 24 hours in advance. Reservations for these rooms may be made by calling the library.

The Local History / Texana Room may be used by special request at the discretion of the Library Director or designee. This room is only available for use during the hours that the Library is open. The fee for the use of this room is included in the City of University Park's Master Fee Schedule. The occupancy for this room is 20 people.

The Library Community Room is available for use only on days that the Library is open to the public. It is available from 8:30 a.m. to 9 p.m. on Tuesdays, Wednesdays, and Thursdays, and from 8:30 a.m. to 5 p.m. on Fridays and Saturdays. The occupancy for this room is 130. Additional charges are applied for using the meeting room after 6 p.m.

Meeting rooms will be reserved upon application and approval; however, reservations are subject to cancellation if payment is not received within seven calendar days after application is made and approval is given.

Use of the Meeting Rooms by City Boards, Committees and City personnel and the Friends of the University Park Public Library shall take precedence over all other uses, even if an activity has been

scheduled. In this instance, the renter will be notified as soon as possible by the City to make other arrangements.

Rental Periods:

Meeting rooms can be reserved for a maximum of eight (8) hours, fitting within the times the rooms are available. Meetings should conclude ten minutes before contracted time so that the meeting room will be cleared promptly.

Payment Policy:

The rental fees for the meeting rooms are included in the City of University Park's Master Fee Schedule. Payment must be received within seven calendar days after the application is made and approval is received made at least one week prior to the reserved date. The Library accepts payment by cash or check.

Damage Policy:

Organizations or groups conducting or sponsoring meetings shall assume total responsibility for any and all damages to the room and contents during the course of the meeting/function. The person making the reservation shall attend the meeting and designate an alternate when making the reservation.

Catering Policy:

Refreshments may be served in the Community Room; however, the Library does not furnish dishes or kitchen equipment. All facilities must be left in a clean and orderly condition.

Set Up/Tear Down:

Renters and their vendors must vacate the room promptly at the conclusion of the contracted time frame. The length of time required by any vendor to set up or break down for an event is included in the occupancy period for the renter. Renters must agree to leave the premises in good condition. Renters must return meeting room furniture to its original location at the conclusion of their meeting.

Decorations:

Nails or tacks are not to be used on meeting room walls or ceilings. Loose glitter and confetti are not permitted. Decorative materials must be colored with water-soluble dyes. Candles, incense, or any other open flames are not permitted.

Tobacco:

Tobacco is not allowed in the Library or any City facility.

Security:

The City of University Park reserves the right to determine if police security is required during a scheduled activity. The City of University Park will determine the number of officers and hours required. The renter is responsible for this expense and will pay the City on the day of event by check.

Occupancy Levels:

The occupancy levels posted by the Fire Marshal must be followed.

Rights of Renters:

Renters shall not obstruct, interfere with, injure or annoy other users of the Library. The Library Director reserves the right to refuse application for any of the meeting rooms that will disrupt the normal use of the Library. Renters will comply with the **University Park Public Library Code of Conduct**.

Renters cannot sublease or assign its contracted space to another individual, group, or organization. All vendor space must be approved by the Library Director and, if applicable, by the Fire Marshal. No selling, contract negotiations, money exchange, or financial transactions will be allowed in any meeting rooms without written authorization from the Library Director.