

Public Service 100.06

SUBJECT: Meeting Rooms

PURPOSE: To facilitate reservation and use of meeting rooms by staff and community organizations.

POLICY: Meeting rooms are provided to clubs, groups, and other non-profit organizations.

Who is eligible to use library meeting rooms? What restrictions apply?

In keeping with its mission of promoting educational, cultural and recreational goals for its community the Library offers free meeting rooms to non-profit clubs, organizations, and groups. Library related or sponsored meetings and/or activities have first priority for use of these rooms. The library reserves the right to cancel a reservation if room is needed for library events.

If a group distributes publicity concerning the program, sponsorship must be clear, and a telephone number of the sponsoring group included in the publicity. Groups must not imply library sponsorship of their program or organization in their publicity. The library will not promote programs which are not library sponsored. Groups should inform the library if their program is being advertised through media outlets as the library may receive calls regarding the program.

All meetings, programs, or exhibits must be open to the public and library staff without charge. No fees, dues, or donations for any program or exhibit may be charged or collected. Meeting rooms may not be used for private social functions, presentations, meetings, commercial activities or for any engagement which requires the collection or exchange of funds on the premises. **NO SOLICITATIONS OF ANY KIND ARE PERMITTED.**

Commercial use of library meeting rooms is generally not permitted. However, a commercial entity or professional practitioner may use a library meeting room to provide an educational program open to the general public related to his or her field of expertise. In such a case, an educational opportunity offered by an expert provides benefit to the public. During such a program, no attempt may be made to sell, at the time of the program or in the future, a specific product or service offered by the entity or practitioner or any other commercial interest. Therefore, the individual or entity offering the program may not hand out business cards or brochures promoting any business, product or service and may not solicit personal information (names, addresses, phone numbers, etc.) from the program participants, either as part of a pre-registration process or during the program itself.

The Director of Libraries may refuse application for a particular meeting room if its intended use will disrupt the normal use of the Library. Disruptions may include excessive traffic through common areas of the library, distracting visual or sound effects, or use which attracts attendees in excess of meeting room limits. All groups, clubs, entities or individuals using a library meeting room must comply with these rules and with the Public Service Policy 100.11 Patron Conduct and Dress. Failure to comply with the rules may lead to immediate termination of the meeting, exclusion of individuals from library premises pursuant to the rules, and/or loss of future meeting room use privileges.

Permission to utilize facilities does not constitute an endorsement of the organization or activities by library staff, the Library Board, or the City of Corpus Christi.

Submitting a Meeting Room Application.

All groups must complete a meeting room application form and submit at the library location where the meeting will be held. Reservations will not be made or accepted unless a current and approved application is on file. An adult age 18 or older must sign the application and at least one adult age 18 or older must be present when youth groups use the meeting rooms. Applications must be renewed every 6 months. Submitting an application does not constitute a confirmed reservation. Applications may be obtained at the public service desk or library website www.cctexas.com/library

La Retama Central Library

Applications are reviewed, approved or denied by Library Director or designee within 72 hours. Applications should be submitted to the administrative offices Tuesday thru Friday between 10:00 a.m. – 4:30 p.m. After 4:30 p.m. and on Saturdays submit at the public service desk.

Garcia, Harte, Hopkins and McDonald Libraries

Applications are reviewed, approved or denied by Branch Manager or designee within 72 hours. Applications should be submitted at the public service desk Monday thru Wednesday between 10:00 a.m. – 7:30 p.m. Thursday thru Saturday between 10:00 a.m. – 5:30 p.m.

Making a reservation.

Meeting rooms are only scheduled if a current and approved meeting room application is on file at the location where the meeting will be held. Use of meeting rooms is granted on a first-come, first-served basis and limited to twice per month for each group. Reservations must be made at least two days in advance of the date needed. Reservations will not be made or accepted beyond six months. Meeting rooms are scheduled for use during library operating hours and must be vacated 30 minutes before the library closes. Cancellations by either the group or the library must be made 24 hours in advance of the meeting date.

Reservations for meeting rooms at the La Retama Central Library can be made in the administrative offices in person or by telephone Tuesday thru Friday, 10:00 a.m. to 4:30 p.m.

Reservations for meeting rooms at library branches can be made at the respective branch location in person or by telephone Monday thru Wednesday 10 a.m. - 7:30 p.m. and Thursday thru Saturday 10 a.m. - 5:30 p.m.

Where are the meeting rooms? What is provided? What is allowed?

<u>La Retama Central Library 805 Comanche 361-826-7070</u>	<u>Seating Capacity</u>
La Retama Room (auditorium style)	45
Conference Room (Second Floor)	20
Board Room (Second Floor)	16
<u>Ben F. McDonald Public Library 4044 Greenwood, 826-2356</u>	45
<u>Dr. Clotilde P. Garcia Public Library 5930 Brockhampton, 826-2360</u>	30
<u>Janet F. Harte Public Library 2629 Waldron Rd., 937-6569</u>	50
<u>Owen R. Hopkins Public Library, 3202 McKinzie, 826-2350</u>	30

Prior inspection of a particular room is suggested to determine its suitability. Seating capacity depends upon room arrangement. Attendance and seating capacity are limited by City fire code. Each group is responsible for ensuring that attendance at its meeting does not exceed the maximum occupancy for the meeting room.

Tables and chairs are available at each location. The library does not furnish equipment, refreshments, services or supplies. The group is responsible for setting up, rearranging, and taking down tables and chairs. Meeting rooms must be left clean, in good repair and in the same condition as found. Any group that damages library property will be liable for costs incurred in connection with such damage and may lose the privilege of using meeting rooms in the future

Light refreshments (coffee, soft-drinks, cake, cookies, etc.) may be served. Trash should be picked up and put in receptacles. Alcoholic beverages or smoking are not permitted.

The library is not responsible for equipment, supplies or materials left in the building by the users or spectators.