



Temple Public Library

Policy: Meeting Room

Revision Date: 7/19/2022

The meeting rooms of the Temple Public Library are open to tenants of the E. Rhodes and Leona B. Carpenter Plaza as well as to organizations engaged in educational, cultural, intellectual, charitable, advocacy, civic, religious, political activities, or private events. This Meeting Room Policy establishes the guidelines and procedures for use of the Library's facilities. The Library Director is responsible for implementing this policy.

General Guidelines

City of Temple and Temple Public Library sponsored events will have precedence in the scheduling of the meeting rooms. The Library reserves the right to cancel or reschedule a reservation if the room is needed for a Library or City function.

Meeting room use will be scheduled only during the hours the Library staff is available. Possible hours of availability are as follows:

- Monday – Thursday: 8 AM – 8 PM
- Friday – Saturday: 8 AM – 7 PM
- Sunday: 10 AM – 7 PM

Lessees can rent either the Arabella Brindley Library Board Room or the Gladys Blaylock McLane Room once per month.

Lessees will be responsible for their own set-up and will be required to return the room to the condition in which they found it.

Use of the Library does not constitute Library or City of Temple endorsement of viewpoints expressed by participants of the program. Advertisements or announcements implying such endorsements are not permitted.

The Library will not provide advertising for any meetings or activities held in Library Meetings Rooms unless they are held by the City of Temple or the Library. Lessees may utilize the public bulletin boards in the Library for displaying their meeting information for up to 30 days; however, lessees may not use bulletin boards or digital displays for Library or City information only for such advertisements.

Individuals and organizations utilizing the Library's Meeting Rooms must adhere to the Customer Code of Conduct, a signed copy of which must be returned with the Meeting Room

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Application and relevant fees/deposits before a reservation is finalized.

The Library Director is the final authority in renting meeting space.

Rooms and Amenities

Arabella Brindley Library Board Room (3rd Floor)

- The maximum occupancy for this room is 30 individuals. Rental of this room includes:
- 1 large table with seating for 30
- Galley kitchen with sink, microwave, oven, stove top, and refrigerator
- 1 screen
- 1 separate dining facility with seating for 12

Gladys Blaylock McLane Room (3rd Floor)

- The maximum occupancy for this room is 200 individuals. Rental of this room includes:
- Cloak Room
- Small, semi-separate dining facility with seating for 32
- Galley kitchen with sink, microwave, oven, stove top, and refrigerator
- Large screen for computer display
- Microphone & speakers
- Up to 42 tables and seating up to 200
- Podium

Fees for the Arabella Brindley Library Board Room and the Gladys Blaylock McLane Room are found on the Library Master Fee Schedule.

Reservations

Reservations for the McLane Community Room and the Library Board Room will be made on a first-come, first-serve basis. Priority is given to the City of Temple and the Temple Public Library. Reservations are considered officially set once the meeting room application is approved by Library Administration and the room fees are paid.

Tenants of the building may use the Arabella Brindley Library Board Room without fee, making reservations in the normal manner.

These reservations can only be made 24 hours in advance. Aside from the fee, the same rules apply to tenants as to paying customers. If tenants damage the meeting rooms, they will be invoiced directly for those damages.

Reservations may be made no more than 6 months in advance unless they are made by a department of the City of Temple.

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Reservations will be accepted a minimum of 72 hours in advance. Exceptions are made for City of Temple, Temple Public Library, or Library tenants.

Reservations must be cancelled at least 72 hours in advance to receive a full refund. If a reservation is cancelled in less than 72 from when the room is to be used, the room fee will be retained by the Library.

The individual making the reservations and/or the organization utilizing the room will be held responsible for any damages that occur as a result of their use of the facility.

Permission to use Library facilities may be withheld from groups failing to comply with the Meeting Room Policy and from any group that damages the facility.

Care and Use of The Facility

The meeting room must be returned to the condition in which it was found with all furniture returned to its proper location. Rooms will be inspected prior to and immediately after use.

Food & Drink: Food and drink are allowed in the facility. If catering is desired, prior arrangements may be made with the caterer of your choice. No leaking beverage containers are allowed. Any damage to the floor is the responsibility of the Lessee and will be charged accordingly.

Alcohol: Alcohol is permitted in the building, but only the Lessee is allowed to bring alcoholic beverages into the rented room for consumption. Cash bars and/or tip jars for a bartender are NOT allowed. No alcoholic beverages should be consumed or served outside of the room that is being rented.

Smoking: The Temple Public Library is a non-smoking facility, per City of Temple ordinance.

Candle Usage: No live candles. Battery operated only.

Decorations: Nothing may be hung from the light fixtures. Light fixtures are too delicate for hanging decorations. Scotch™ (or any other brand) “magic” or low residue tape is the only type of tape permitted for attaching decorations to the facility walls and floors. Staples, tacks, all types of glue and nails are not permitted for attaching decorations. All table decorations must be non-combustible. **All fire exits, and aisles must be clear and unobstructed at all times.** It is the Lessee’s responsibility to take down all decorations at the end of their event and **remove** from the Library. The Temple Public Library will not be responsible for any item(s) left unattended in the building.

Trash: All trash must be left in tied bags in the meeting room that is utilized.

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Personal items and Storage: Equipment, supplies, or personal items may not be left in the meeting rooms before or after the scheduled meeting.

Occupancy and Time: Attendance at meetings must be limited to the capacity of the meeting room as posted in this policy. If occupancy exceeds the room capacity listed in this policy, lessees may be required to have attendees leave to lower the occupancy level, end their event for all attendees, and/or be barred from future use of the Library's meeting rooms. If use of the room exceeds the time requested and paid for by the lessee, the individual or organization renting the room may be barred from future use of the Library's meeting rooms.

Damages: In the event that any tables, equipment, or parts of the facility, including third floor restrooms, are damaged during use of the rented space, additional fees for cleaning, repair, or replacement may be assessed. In addition, individuals and/or organizations that damage any tables, equipment, or part of the facility may be barred from future use of the Library's meeting rooms.

Refunds

Cancellation up to 72 hours before use of the room can receive a refund of their room use fee. Room fee refunds are typically issued between two and four weeks after such requests are made.