



## **North Richland Hills Library Meeting Room Policy**

Adopted January 17, 2013 by the North Richland Hills Library Board; rev. and adopted October 16, 2014, October 2018, January 2021, May 2022, January 2025, and September 2025

### **Section 1. Statement of Purpose**

The meeting room facilities of the North Richland Hills Library are primarily for Library use for programs that promote Library services, for City of North Richland Hills sponsored events, or for official government use. When a meeting room is not in use by the Library; a City Department; or another city, state or federal government agency, the meeting rooms are available on a first-come, first-served basis to applicants as described in this policy.

Usage of the Library's meeting room facilities does not constitute the Library's or the City of North Richland Hills' endorsement or approval of viewpoints expressed by participants or organizers of the event or program.

### **Section 2. Priority For Use of Rooms**

Priority for use of the meeting room facilities shall be the following:

1. Elections
2. Library programs or programs in which the Library is a sponsor, participant, or cooperative agency
3. Meetings, programs, and activities sponsored or conducted by the City of North Richland Hills or another city, county, state, or federal government agency
4. Community applicants' eligible uses

Scheduling of priority 1 and 2 events may cause an already approved priority 3 or 4 reservation to be cancelled or re-scheduled. Library staff will attempt to give as much notice as possible if a meeting needs to be cancelled, re-scheduled, or moved to another location due to one of these events.

### **Section 3. Eligibility of Use**

The meeting room facilities may be used by:

- Governmental agencies
- 501 (c) non-profits (Please note: An individual's membership in a 501(c) non-profit does not grant the same privileges as a reservation made directly by the organization.)
- Commercial businesses (Please note: Reservations may be made for staff training and peer-to-peer networking only.)
- Educational organizations
- Cultural organizations

<b>Type of Eligible Use</b>	<b>Definition</b>	<b>Examples</b>
Governmental Agency	A government agency is an organization established by a government to carry out specific functions, enforce laws, or provide public services.	City of North Richland Hills, Tarrant County, Child Protective Services
501 (c)	A 501(c) organization is a nonprofit entity recognized by the IRS as tax-exempt because it operates for charitable, educational, religious, or other approved public purposes.	BISD PTA, Meals on Wheels, any local church, HOAs
Commercial Business	A commercial business is an organization that provides goods or services with the primary goal of making a profit.	Walmart, Bazooka Charlie's
Educational Organization	An educational organization is an institution or formal group that provides learning, training, or instruction to develop knowledge and skills.	BISD, Fort Worth Christian, Homeschool Co-Ops
Cultural Organizations	A cultural organization is a group or institution that preserves, promotes, or showcases the arts, heritage, traditions, and cultural expressions of a community.	Tarrant County Chess Club, Basket Weavers of North Texas, Cherokee Gadugi

The meeting room facilities may not be used for:

- Private events such as birthdays, anniversaries, wedding receptions, showers, parties, or tutoring
- Ongoing, regularly scheduled meetings, programs, or events
- Any program, meeting, or event that threatens or undermines the primary purpose of the Library or interferes with the public's access to Library facilities, the safety of users and staff, or the protection of Library resources and facilities
- Meetings with potential or current customers
- Speaking engagements, classes, or seminars intended to educate attendees about a product or service offered by a commercial business in order to encourage attendees to become customers
- Any other event where Library staff, in their sole discretion, deem that a commercial business may be using the meeting rooms to make a profit, conduct business, or solicit customers in any way

#### **Section 4. Reservations**

The Director of Library Services, or a designated Library staff member, of the North Richland Hills Library shall have overall responsibility for reservations and room use and shall provide an application form online to be filled out by applicants desiring to use the meeting rooms.

- Reservations may be made up to 90 days in advance and must be made at least 48 hours in advance.
- Applicants are limited to six meeting room reservations in a calendar year.
- Reservations will be approved by Library staff and you will be notified of approval or decline of application via email.
- Notice of cancellation must be given at least 24 hours in advance of a reservation. Cancellation of a reservation without 24 hours' notice may result in the denial of future applications for use. If a reservation is cancelled due to inclement weather, an applicant may re-schedule to an available date.
- The applicant is responsible for any damages to the room or its contents.
- Each applicant will be required to submit a deposit check of (\$100.00) once the application is approved and within 7 business days of the reservation date. Cash, or credit cards, money orders, or cashier's checks are not accepted.
- Return of the deposit is contingent upon the Library staff's determination that no damage to the Library facilities or their contents has occurred in conjunction with use of the facility.
- If it is determined that no damage was done, the applicant may pick up the deposit after their reservation or give approval for the deposit check to be shredded. Deposit checks still in the Library's possession older than 30 days will be shredded if no future reservation exists.
- Any damages to the meeting room facilities or their contents will be charged to the applicant, and the charges will be based upon cost of cleaning products, supplies, and services required to repair the damages. The charges will be deducted from the applicant's deposit. Any charges not covered by the deposit will be owed and payable by the applicant to the City of North Richland Hills. After any charges for damages are deducted from the deposit, any amount of the deposit remaining will be returned to the applicant.

#### **Section 5. General Rules of Use**

The following Rules of Use apply to all meeting room users:

Attendance in the meeting room is limited to: Community Room 100 people  
Board Room 30 people

Meeting room hours are:

Monday – Tuesday	8:00 a.m. – 7:45 p.m.
Wednesday – Thursday	8:00 a.m. – 6:45 p.m.
Friday – Saturday	8:00 a.m. – 4:45 p.m.

- The applicant must be an authorized representative of the organization.
- Meetings must conclude and the rooms be vacated by the end of the reserved time.

- Applicants are responsible for cleaning up the meeting room facilities and leaving them in the same condition as when they arrived.
- Applicants are responsible for setting up tables, chairs, and other equipment provided with the meeting room facilities. Setup and cleanup time must be included in the reservation time. The meeting room facilities must be returned to their original arrangement and all borrowed items must be returned to the Circulation desk, if applicable.
- Smoking or the use of tobacco products (including electronic cigarettes) is prohibited in the meeting room facilities.
- Consumption of alcoholic beverages is prohibited in the meeting room facilities.
- Groups serving refreshments must complete all cleanup before the end of their meeting reservation time and prior to leaving. Failure to leave the meeting room facilities clean will result of loss of reservation privileges.
- Only beverages with lids are allowed in the meeting room facilities.
- Any video used in the meeting room must have public performance rights.
- No library space will be available for social or commercial purposes, fundraising, sale of items, or for-profit individuals or businesses with the following exceptions:
  - Programs, events, or sales conducted by the Library Board or Friends of the NRH Library, whose proceeds directly benefit the library.
  - Sale of material directly related to library sponsored programs which has received prior approval of the Director of Library Services.
  - Programs, events, or sales conducted by the City of North Richland Hills.
- Applicants may not use tape, nails, thumbtacks, etc., to attach anything to the structure or furnishings.
- Any equipment, supplies, or personal items stored or left in the meeting room after use are not the responsibility of the Library.
- Abuse of the facilities, violation of the Meeting Room Policy or failure to follow the Library's Patron Behavior Policy may result in denial of future applications for use.
- The Library reserves the right to have a Library staff member present at any event held in the Library.
- Distribution of materials that advertise a business, products, or services in any way is prohibited.

## **SECTION 7. RULES FOR MARKETING OF ROOM RESERVATIONS**

Usage of the Library's meeting room facilities does not constitute the Library's or the City of North Richland Hills' endorsement or approval of viewpoints expressed by participants or organizers of the event or program.

Advertisements or announcements implying or specifically stating such endorsement are not permitted.

The following rules apply to materials or methods used to advertise, promote, or encourage attendance at any event, class or other program held in the Library's meeting rooms:|

- Applicants are solely responsible for marketing any event held in the Library's facility; Library Staff will not post the event on the Library's online event calendar or create any marketing materials to promote the event within the Library.
- Any printed, electronic or other marketing materials that include the Library's name and address must include the disclaimer: "This event is not sponsored or endorsed by the North Richland Hills Library or the City of North Richland Hills." Any material published by an applicant that does not include this disclaimer may disqualify the applicant from any future use of the Library's meeting rooms.
- Usage of any Library phone number as a contact phone number on marketing materials of any type, including but not limited to print, verbal, or digital, is prohibited. The Library will not serve as a point of information for patrons who may have questions regarding a reservation or who wish to contact the meeting/event organizers. By completing an online meeting room application, the applicant agrees that the Library can refer any patrons to the applicant for more information regarding the reservation using the contact information supplied on the application.
- Signage can be only displayed one hour prior to a reservation. Signage left on Library property after a reservation has ended may be discarded by Library staff.
- Applicants may be required to disclose all of types of media they intend to use to promote their event, class, or other program. The applicant must use their intended media in an appropriate manner and abide by all applicable state and federal laws governing print, verbal, and digital advertisements.
- Applicants must not attempt to solicit attendance from Library patrons by distributing marketing materials or verbally requesting their attendance within or immediately outside of the Library facility.

Misrepresentation of intended purpose for use of meeting rooms will result in revoked meeting room privileges.