

# North Richland Hills Library Meeting Room Policy

Adopted January 17, 2013 by the North Richland Hills Library Board; revised October 16, 2014; revised October 2018; revised January 2021

## **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.

The Library's service commitment is to the people within its service area; including people of every age, background, personal philosophy, religious belief, occupation, sexual orientation, economic level, ethnic origin and human condition.

## **SECTION 2. PRIORITY FOR USE OF ROOMS**

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

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

Scheduling of priority 1 & 2 events may cause an already approved priority 3 reservation to be cancelled or re-scheduled. Library staff will attempt to give as much notice as possible in the event that 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 of the North Richland Hills Library may be used by non-profit educational or community organizations or groups for educational, cultural, intellectual, or governmental meetings, forums, presentations, or similar activities.

The meeting room facilities at the North Richland Hills Library **may not** be used for:

- Commercial uses by a business or an individual (**Please see Section 6 for details**)
- Private social events such as, but not limited to, birthdays, anniversaries, wedding receptions, showers, and/or parties
- Ongoing, regularly scheduled meetings, programs, or events
- Any program, meeting, or event that threatens or undermines the primary purpose of the Library or materially interferes with the public's access to Library facilities, the safety of users and staff, or the protection of Library resources and facilities

## **SECTION 4. RESERVATIONS**

The Library Director, 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 to be filled out by Applicants desiring to use the meeting rooms.

- Room reservations may be made in person or over the phone by a person eighteen (18) years of age or older.
- Reservations may not be made more than six months in advance and must be made at least 48 hours in advance.
- Applicants are limited to six reservations in a calendar year.
- 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 one hundred dollars (\$100.00) at the time of submitting an application and making a reservation or within 7 business days of the reservation date. Cash or credit cards 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 and that the facilities have been returned to their normal arrangement.
- 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

60 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 at functions in the meeting room is limited to:

Community Room	106 people
Board Room	40 people
- Meeting rooms are available to outside organizations only during hours the Library is open. Meetings must conclude and the meeting room facilities vacated 15 minutes prior to closing of the Library.  
  
Library hours are:

Monday – Thursday	8:00 a.m. – 7:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	8:00 a.m. – 5:00 p.m.
- 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 electronics 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 on loss of reservation privileges.
- Only beverages with lids are allowed in the meeting room facilities.
- If special equipment is needed by the Applicant, such as a projector, microphone, DVD player, etc. arrangements must be made at the time of submitting an application and making a reservation.
- Any video used in the meeting room must have public performance rights.
- Applicants may not charge admission, accept donations, or take collections.
- 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 6. RULES FOR COMMERCIAL USE**

The Library meeting rooms are not to be used by commercial businesses to make a profit, conduct business, or solicit customers in any way. **Therefore, usage of the Library meeting rooms is prohibited for the following purposes:**

- Product deliveries or product usage instruction
- Recruitment or hiring events
- 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 type of event or meeting that is solely focused on profiting from or purchasing the products or services of a commercial business whether the reservation was made by the business or the potential/current customer
- 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

### **Acceptable uses of the Library meeting rooms by commercial businesses are limited to:**

- Staff training
- Peer-to-peer networking

## **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 a 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 and one hour following a reservation. Signage left on Library property after a reservation has ended may be discarded by Library personnel.
- 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.