

The Maker Spot Group Reservations Policy

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STATEMENT OF PURPOSE

The meeting facilities of The Maker Spot are primarily for the use by the Library for programs that promote Library and/or Maker Spot services and meet programming goals. When The Maker Spot facilities are not in use by the Library, the facilities are available on a first come, first served basis to Applicants as described in this policy.

ELIGIBILITY OF USE

The meeting facilities of The Maker Spot may be used by non-profit educational or community organizations or groups for meetings, programs and activities that align with the programming goals of The Maker Spot.

The meeting room facilities of The Maker Spot may not be used for:

- Any event that may be better accommodated by the Library's Community or Board Room
- Commercial uses that are not related to the programming goals of The Maker Spot.
- Private social events such as, but not limited to, birthdays, anniversaries, wedding receptions, showers, and/or parties

FACILITIES

The facilities available for reservation by groups in The Maker Spot are:

- The Collaboration Area; includes tables and chairs for up to 32 people
- The Training Area; includes tables and chairs for up to 20 people

Groups wishing to utilize any specialized equipment in The Maker Spot in conjunction with their facilities reservation, such as a sewing machine, 3D printer or quilting machine, must also meet the guidelines outlined in the Equipment Reservations Policy.

PRIORITY FOR USE OF FACILITIES

Priority for use of The Maker Spot 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 that align with the programming goals of The Maker Spot (Please see Appendix A)

The meeting facilities of The Maker Spot are not intended to act as supplementary facilities to the Library's Community and Board Rooms and will not be scheduled as such. A list of alternative meeting facilities will be provided to applicants who cannot be accommodated by the Community or Board Rooms and/or do not meet guidelines for use of The Maker Spot facilities.

RESERVATIONS

The Library Director, or a designated library staff member, of the North Richland Hills Public 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 Maker Spot facilities.

- Facility reservations may be made in person or over the phone by a person seventeen (17) years of age or older.
- Reservations may not be made more than three months in advance and must be made at least 48 hours in advance.
- Based on availability, applicants are limited to twelve reservations in a calendar year with no more than two reservations per week.
- 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 Maker Spot equipment or its facilities during their reservation period.
- Each Applicant will be required to submit a deposit check of two hundred and fifty dollars (\$250.00) 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 Maker Spot staff's determination that no damage to The Maker Spot 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 The Maker Spot facilities are not returned to their normal arrangement, only half (1/2) of the deposit will be returned. Any damages to The Maker Spot facilities or their contents will be charged to the Applicant, and the charges will be based upon cost of cleaning products, supplies, and services or parts 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.
- If it is determined that no damage was done and The Maker Spot facilities have been returned to their normal arrangement, the Applicant may pick up the deposit after their reservation, arrange for the check to be mailed, give approval for the deposit check to be shredded or use the deposit check to make a tax deductible donation to The Maker Spot. Deposit checks still in the Library's possession older than 90 days will be shredded if no future reservation exists.

GENERAL RULES OF USE

The following Rules of Use apply to any facility users:

1. Meeting rooms are available to outside organizations only during hours The Maker Spot is open. All reservations will end 15 minutes prior to closing of The Maker Spot.
2. The Maker Spot hours are:

Monday – Thursday	3:00 p.m. – 9:00 p.m.
Saturday	9:00 a.m. – 5:00 p.m.
3. Applicants are responsible for setting up tables, chairs, and other equipment provided with The Maker Spot facilities. Setup and cleanup time must be included in the reservation time. The Maker Spot facilities must be returned to their original arrangement and all electronics must be returned to The Maker Spot staff, if applicable.
4. If special equipment is needed by the Applicant, such as a projector, microphone, video player, etc., arrangements must be made at the time of submitting an application and making a reservation
5. Any videocassettes or videodiscs used in The Maker Spot must have public performance rights
6. Applicants may not charge admission, accept donations, or take collections
7. Applicants may not use tape, nails, thumbtacks, etc., to attach anything to the structure or furnishings
8. Any equipment, supplies, or personal effects stored or left in The Maker Spot after use are not the responsibility of the Library or the Library Director and any such items will be discarded by Library and/or Maker Spot personnel
9. Abuse of the facilities, violation of The Maker Spot Usage Policy or failure to comply with the decorum consistent with the Library's Patron Behavior Policy may result in denial of future applications for use
10. The Library will have a Library and/or Maker Spot staff member present at all events held in The Maker Spot

RULES FOR MARKETING OF ROOM RESERVATIONS

Usage of The Maker Spot 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 Maker Spot Facilities:

- Applicants are solely responsible for marketing any event held in The Maker Spot facilities; Library and/or Maker Spot Staff will not post the event on the Library or Maker Spot online event calendars or create any marketing materials to promote the event within the Library or The Maker Spot facilities.
- **Any printed, electronic or other marketing materials that include the Library and/or Maker Spot name and address must include the disclaimer: "This event is not sponsored or endorsed by the North Richland Hills Library, The Maker Spot 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 Maker Spot.**
- Usage of any Library and/or Maker Spot 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 and/or The Maker Spot 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 and/or Maker Spot can refer any patrons to the applicant for more information regarding the reservation using the contact information supplied on the application.**
- Applicants must receive prior approval (at least 48 hours in advance of the reservation date) for the use of signage inside and/or outside of the building to promote or direct the public to the meeting rooms. Signage can be displayed one hour prior to and one hour following a reservation. Signage left on library property after a reservation has ended will be discarded by Library and/or Maker Spot 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 or The Maker Spot facilities.

Programming Goals of The Maker Spot

The Maker Spot aims to be a flexible, participatory learning environment where children, teens and adults can take part in hands-on learning opportunities through free access to new technologies and innovative processes to design and build projects. The Maker Spot also strives to develop curriculum and organize circulating Maker kits that will enable the small and rural member libraries of the North Texas Library Consortium (NTLC) to transport the basic elements of The Maker Spot to their communities.

The following types of programs accomplish these goals:

1. Training for staff of NTLC member libraries
2. Programs that instruct community members on the usage of equipment in The Maker Spot
3. Programs that train community members in STEM (Science, Technology, Engineering and Math) principles while encouraging hands-on learning and collaboration
4. Forums, meetings or presentations that discuss intellectual ideas, concepts or issues without bias
5. Cultural, artistic or musical programs designed to educate community members through displays, presentations or performances

These program types are prioritized in relation to the overall goals of The Maker Spot. This level of priority will be considered when evaluating group reservation requests.