

## Meeting Room Policy, Chambers County Library System

### Policy:

The Chambers County Library System welcomes public use of its meeting facilities in keeping with the library system's mission "to meet the informational needs of individuals and groups, to facilitate informal self-education, to encourage positive recreation and constructive use of leisure time, and to act as a supplemental resource in the formal education of the children and young people in the community".

The Meeting Room Policy establishes guidelines and procedures for the use of the library system's meeting facilities. The person responsible must sign a copy of this policy. Failure to follow the **Guidelines** or **Care and use of facilities** could result in losing meeting room privileges.

### Guidelines:

- The CCLS meeting room is designed to be used for library programs. When it is not needed for library activities it may be used for groups whose aims are educational, cultural, and/or for civic betterment.
- Meeting rooms may not be used for meetings which are partisan, commercial, or religious in their purpose, or which further any one individual's goals. No money for services is allowed inside the library.
- Meeting rooms may be used for small private social gatherings such as baby showers, birthday parties, etc.
- Children attending events in meeting rooms must be supervised by an adult at all times as referenced in the library's **Appropriate Use of the Library/Code of Conduct Policy**.
- Smoking, alcoholic beverages, open flames, and lit candles are not allowed.
- No admission fee may be charged by any group using the library meeting room.

### Reservations:

Requests for use of a meeting room may be made in person, by telephone, in writing, online, or by email. Requests are honored on a first-come, first-served basis. Those making reservations do not need to be CCLS cardholders, but must be at least 16 years age with a valid photo ID including birthdate when signing the forms prior to use of the room.

- When making a reservation, please provide:
  1. Name of organization

2. Name, address & telephone number of the person liable for the meeting room
  3. Total number of persons expected to attend
  4. General purpose of the meeting
  5. Date and time of the meeting. Access to the meeting room is only for the date(s) & time(s) set forth in the reservation. Unauthorized use of the room could result in loss of meeting room privileges.
- **Meeting rooms are only allowed to be booked up to 3 months (current month plus the two following months) in advance.**
  - **If the meeting is cancelled or moved to another location, please inform library staff so another group may utilize the room.**
  - **Groups or individuals with 3 no-shows and/or cancellations within the calendar year (Jan. – Dec.) are banned from reserving the room for 1 year from the date of the last violation**
  - **Reservations for using the meeting rooms after library service hours require access with an entrance key; a refundable cash deposit of \$10.00 will be required.**
  - **A receipt for the key deposit will be written at time of key pickup. Upon return of the key by the designated time, the deposit will be returned. Any deposit not picked up within 30 days will be considered a donation to the library.**
  - **Key must be left in the key return box located inside the meeting room.**

**Care and use of facilities:**

- The person responsible for the meeting will set up tables/chairs or other equipment as needed.
- Please leave the meeting rooms as they are found. All trash, including trash resulting from the serving of refreshments, must be tied and placed in the receptacles provided.
- The person responsible for the meeting takes full responsibility for AV and other equipment in the room.
- Equipment, supplies or personal belongings cannot be stored or left in the library system's meeting rooms before or after use. The library system is not responsible for items left in the meeting room.

- The library system provides wireless Internet access which is available throughout the buildings at each of the branches. Ask for access information at the circulation desk when signing forms.
- Light refreshments may be served; limited access to serving and storage space may be available, depending upon the room reserved.
- The person responsible for the meeting takes full responsibility for any abuse or vandalism occurring to the library foyer and restrooms (Anahuac and Mont Belvieu), and meeting room while the key is in his/her possession. Expenses occurring as a result of such incidents will be billed to the signee and his/her organization.
- The library staff will lock entrances to the library and meeting room prior to library closing. For meetings held outside of library service hours, please ensure that the front door(s) to the library are locked as you exit the building. If these doors are breached and vandalism occurs inside the rest of the building, the individual signer will be held liable.

I agree to adhere to the Chambers County Library System Meeting Room Policy and rules on the use of the meeting rooms, including setup of the room's tables and chairs. Cleanup of food, decorations, and/or craft materials must be done after the meeting.

Person responsible (signature): \_\_\_\_\_

### **Key/Badge Release**

Individual responsible for key/badge (print):

\_\_\_\_\_  
Individual responsible for key/badge

(signature): \_\_\_\_\_

\$10 key/badge deposit (cash only) for after-hours use

(signature): \_\_\_\_\_

Key/badge number: \_\_\_\_\_ Staff initials: \_\_\_\_\_

Staff member signature: \_\_\_\_\_

- Key must be returned in the key/badge deposit box upon leaving the meeting room on the day of the meeting.

Questions not covered in this policy can be asked of the library staff.

Approved, Chambers County Library Board, Feb. 2009  
Amended, May, 2017  
Amended, Nov. 2018  
Amended, Feb. 2019  
Amended, Feb. 2022  
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