

Lake Whitney Library

LIBRARY ACTIVITY ROOM USE POLICY

The library activity room is available during business hours for non-profit, civic, social, cultural, and restricted political organizations, at no charge, ***when not being utilized for library activities***. Due to limited parking, the library reserves the right to restrict library activity room scheduling during peak period of library use.

- NO program can be of a commercial nature.
- NO sales or soliciting allowed.
- ALL MEETINGS MUST BE OPEN TO THE PUBLIC.

The library activity room may be used during or after library hours with permission from library director as long as it doesn't interfere with library activities or access. When key security deposit is required, the key security deposit will be returned to the applicant when the key is returned to the library the following day.

PLEASE NOTE: The key must be returned to library staff the next library business day or returned in book drop.

Special Guidelines:

- FOR NON-PROFIT ACTIVITY – The library reserves the right to request verification of non-profit and shall be submitted in the form of a letter of determination from the IRS or the Texas Secretary of State.
- FOR PROFIT ACTIVITY - request will be considered on a case by case basis depending on their agenda and positive impact within the community. No fees may be charged or contribution made or monies exchanged at the activity or in association with the activity.
- FOR POLITICAL ACTIVITY - (information such a speaker and/or nature of activity is required)
 - Any action or event organized by a campaign committee or a group *designed specifically to promote or oppose a candidate or ballot issue* is not permitted.
 - Activities at which candidates will discuss current election issues are permitted provided the event is hosted by a non-partisan, non-profit organization (i.e. League of Women Voters) and all candidates for the same office have been invited.
 - Activities held by elected officials to gather input or communicate with his/her constituents are allowed however must not include opponent views
 - Established discussion/study groups including religious topics are permitted.
- Activities, programs or scheduled events must not be used in any way to gather names, to solicit information or make referrals to any other business or organization. No fees may be charged or contribution made or monies exchanged at the activity or in association with the activity.
- Generally, the activity should be booked at least two weeks prior to the event, but no earlier than one year to the day prior.
- Arrangements may be made for non-profit, civic, community and charitable organizations to reserve activity room for regularly scheduled activities and may not exceed one per month and must not interfere with other scheduled groups.

Lake Whitney Library

LIBRARY ACTIVITY ROOM USE POLICY

- Arrangements for use of the library are scheduled through a librarian. The library activity must be booked in person. Payment is due at the time of booking (see security deposit and usage fee). NO EXCEPTIONS.
- Use of the library does not constitute Library sponsorship and/or endorsement. The Library's name and telephone number may not be used in promotion or for any purpose.
- Smoking and alcoholic beverages are strictly prohibited.
- **The room must be left in the condition in which it was found. All trash, including consumables, must be taken to the outside trash cans. All spills must be cleaned up.**
- The organization/person reserving the library is responsible for any and all damages.
- The Library is not responsible for accidents and injuries and assumes no responsibility for equipment, supplies, or other items owned by a group or individual & used or left in the Library.
- The Library does not provide any equipment or supplies for public use. Groups may arrange to bring their own equipment and/or supplies with prior notification at the time of application. The Library is not responsible for equipment, supplies, or any other materials owned by the group and used in the library activity room.
- Storage of personal property, equipment and/or supplies is not permitted in the library activity room.
- The library activity room used by minors must be with adult supervision and must be reserved by an adult who shall be personally responsible for the conduct of the activity, adherence to regulations and payment of any fees or damages.
- Decorations, which do not damage any portion of the room, are allowed. Please note: no lit candles, no Sterno (except under supervision of licensed caterer) or similar flammable liquids, no live animals other than legal service dogs.
- All accidents must be reported to the staff member in charge.
- **NOISE LEVELS AND MUSIC:** During hours the library is open, unreasonable noise disruptive to patrons or library operations is prohibited. Noise level in the room must be at a volume deemed acceptable by staff in a library setting. Recorded background music may be played at a level deemed acceptable by staff in a library setting.
- **NO ANIMALS** except Service Dogs are allowed in the library or library activity room (See Service Dog policy). Service dogs must be leashed and not disruptive. Liability for service dogs are the responsibility of the dog's owner. The Library nor library personnel have liability for any legal matters brought against the service dog while at the Library facility. (A complete list of this policy may be viewed at ADA.gov, Regulation 35.104)

The Library reserves the right to impose a penalty for failure to comply with library activity rules and regulations.

Lake Whitney Library

LIBRARY ACTIVITY ROOM USE POLICY

UNEXPECTED CLOSINGS: On rare occasions, the library is forced to close unexpectedly due to situations such as severe weather or emergencies. In this event, regrettably, activities scheduled in the library activity room must also be cancelled. A full refund will be issued if such an instance occurs.

IMPORTANT BOOKING INFORMATION: The hours you book must include time to set up/clear the room. You will only be allowed in the room during scheduled hours.

SECURITY DEPOSIT

For non-sponsored library events, a security deposit (\$20 during library hours or \$50 after library hours) will be required at the time of application. Deposits will be returned if the group meets all the requirements of the activity area policy. Security deposits will not be refunded for the following reasons:

- Failure to return the room or area to the condition as stated in this policy.
- Damage to the activity room furniture, equipment or facilities.
- Failure to vacate the area at the time specified in this policy.
- Failure to return the key by the day after the activity.

USAGE FEE

For non-sponsored library events, a \$10 *non-refundable maintenance fee* will be required at the time of application. This fee is considered a donation to the Friends of the Lake Whitney Public Library.

STORAGE

The Library cannot provide storage for property of individuals, businesses, or organizations who meet in the library building, and assumes no responsibility for property whether attended or unattended, before, during, or after library activity use.