



# Bulverde/Spring Branch Library Meeting Room Policy

**LIBRARY MISSION STATEMENT:** The mission of the Bulverde/Spring Branch Library is to provide a welcoming environment that promotes literacy and inspires a life-long love of learning through a variety of formats to meet the needs of individuals and the community.

**PURPOSE:** The purpose of this policy is to set forth the rules and regulations for use of the Library meeting rooms for programs not sponsored by the Library.

The primary purpose of the Library meeting rooms is for programs sponsored by the Library in serving its Mission.

The secondary purpose of the Library meeting rooms is to accommodate a wide variety of public programs that will bring people into the Library, encourage access to issues and ideas, and meet the social needs of the general community.

***There is no charge to Not-For-Profit Organizations. There is no charge for Community Centered Small Group Meetings having no-charge events. (For-Profit businesses excluded)***

*See Fee Schedule for For-Profit Organizations, businesses, and/or individuals.*

If the sponsor of a fundraising event gives 100% of the profit to the charitable cause, the sponsor is considered a Not-For-Profit Organization.

If the sponsor of the fundraising event shares the profit with the charitable cause, the sponsor is considered a For-Profit Organization.

## **Who May Use the Meeting Room**

The meeting rooms may be reserved by anyone over the age of 18, who holds a valid Bulverde/Spring Branch Library card in good standing. Applications are subject to review and approval by the Library Director.

| Meeting Room capacity | Per Room A, B or C | Using all A, B, & C | ERC (Restricted use) | ESL1 & ESL2  |
|-----------------------|--------------------|---------------------|----------------------|--------------|
| Standing              | 50                 | 150                 |                      |              |
| Seated (no tables)    | 35                 | 100                 |                      |              |
| Seated at tables      | 25                 | 80                  | 6 - 8                | 10 each room |

## **SIZE OF GROUP LIMITATIONS:**

- ▶1. No more than 150 persons may attend events in the Library meeting rooms. This is a cumulative total for the three (3) Library meeting rooms, A, B, & C.
- ▶2. The Library will determine the number of events operated simultaneously.
- ▶3. Carpooling is encouraged, due to limited parking.

**APPLICATION PROCESS:** The Library may request additional information and references concerning any application for use of Library space.

1. Applications for scheduling Library meeting rooms can be found on the Library website at [www.bsblibrary.org](http://www.bsblibrary.org). The email address for inquiries is [bul207@gvvc.com](mailto:bul207@gvvc.com) and the phone number is 830.438.4864. Applications may be submitted to the Library at 131 Bulverde Crossing, Bulverde, TX 78163, by emailing to the email address above, or faxing to 830.980-3362. All information on the application must be completed.
2. An application for use of the meeting room must be completed prior to the meeting date. Rooms will be assigned in the order in which requests are received.
3. Applications must include the time needed for set-up and clean-up. The person signing the Meeting Room Contract is responsible for the actions of all attendees of their meeting.
4. The group must check in at the Front Desk to pick up a Meeting Room Information Form and must return the completed form to the Front Desk at the conclusion of the meeting.
5. Security deposits are required from all organizations and are due at the time of the reservation. During Regular Business Hours, the deposit is \$100 per group. For After Hours Building Rental, the deposit is \$200 per group.
6. For groups with an applicable rental fee, the full rental fee is due within five (5) business days of the date of the application approval to finalize the reservation.
7. An organization may reserve the meeting room for no more than two days per month.
8. Space for a series of recurring monthly meetings, or other periodic meetings, shall be requested as far in advance as possible and all meetings should be requested at the same time.
9. Meeting room space can be booked twelve (12) months in advance, but please keep in mind that the library schedules the rooms heavily during the months of June, July, and August due to the Summer Reading Program which will take priority over any regularly scheduled meetings by outside organizations. Groups using the room on a monthly basis must fill out a new application once a year. Reservations for the next calendar year cannot be made prior to October 1 of the previous year.
10. The use of kitchen facilities and audio visual equipment must be booked in advance.

#### **GUIDELINES FOR USE OF LIBRARY MEETING ROOMS:**

1. The Library is open from 9:00 a.m. until 8:00 p.m. Monday through Thursday and 10:00 a.m. until 6:00 p.m. Friday, 10:00 a.m. until 5:00 p.m. Saturday and 1:00 p.m. until 5:00 p.m. Sunday. A meeting held during normal Library hours will not be scheduled prior to opening hours or later than 15 minutes prior to library closing time, so that the room may be returned to its original condition before the library closes. Everyone must leave the building at closing time.
2. Meeting rooms are available upon request after Library hours for a fee; please see meeting room fee schedule. After hours times: on Fridays from 6:00 p.m. until 11:45 p.m., on Saturday from 5:00 p.m. to 11:45 p.m. and on Sundays from 10:00 a.m. until 1:00 p.m. and from 5:00 p.m. until 8:00 p.m. The staff and audio visual equipment are not available after normal Library hours.
3. The arrangement of tables and chairs in other than the standard set-up of the room will be the responsibility of the group reserving the room. Any other equipment than what is installed, must be provided by the user.
4. Kitchen facilities with a stove, microwave, sink, and refrigerator are available, however supplies are not provided. Kitchen facilities are not for the exclusive use of any group. Food preparation is limited to warming only, and not for cooking. Caterers must be allowed time for set-up and clean-up when the original booking is made, and an inspection of the kitchen area will be required. When making coffee, you must furnish your own coffee, filters, cups, stirrers, napkins and condiments.
5. The Library meeting rooms and kitchen facilities must be left in good condition, clean, and restored to the standard set-up. The coffee pot should be emptied and cleaned. All trash must be placed in trash cans. Groups using the kitchen for serving a meal should remove trash to the dumpster located in the Library parking lot. *Failure to leave the facilities in good order will result in a portion or all of the deposit for cleaning/damage fee.* Other damages may be assessed if they are greater than the deposit. Until the fee is paid, the group will not be allowed to use the meeting rooms.

6. Alcohol may only be served if approved by the Board, and may require an additional security fee.
7. The Library will provide staff to arrange for technical support for the facility's audio-visual equipment during normal library hours. The Library does not provide laptop computers.
8. Authorization for meeting rooms does not include the use of library staff. Messages will not be relayed to individuals attending an event except in the case of an emergency.
9. Library employees will not be available for set-up, clean-up or to rearrange furniture.
10. No tipping is allowed.
11. Due to the close proximity of the Library meeting rooms to the Library, noise is expected to be kept at an acceptable level.
12. Advertising and printed materials for an event must contain the following statement: *"This event is not affiliated with or sponsored by the Bulverde/Spring Branch Library. The Library may not be contacted about this organization or event"*. A copy of each document must be submitted to the Library.
13. It should not be assumed that the Library will provide an item or service unless it is specified in the agreement.
14. The Library is not responsible for injuries sustained by those attending the event if due to negligence of the applicant.
15. For certain groups an additional security fee may be required.

#### **THESE RESTRICTIONS APPLY TO ALL ORGANIZATIONS**

- ❖ **No smoking in or around the building**
- ❖ **No weapons in or around the building**
- ❖ **No drinks that are red in color because they stain**
- ❖ **No candles, incense or other decorations that require fire**
- ❖ **No decorations, banners, etc. may be attached to walls or ceilings**
- ❖ **The use of confetti, rice, glitter, or any decoration designed to be thrown on the grounds, tabletops, or carpets may not be used. Any group doing so will incur an additional cleaning fee of \$100 to \$500 for its removal.**
- ❖ **No tape or tacks on walls, doors or floors**
- ❖ **Groups are not permitted to store items on the premise for future use**
- ❖ **Do not drag items (tables, chairs, ice chests, etc) across floor**
- ❖ **Any damage to the walls/ floors/ tables/ chairs will be charged a minimum of \$100.00 for repairs**
- ❖ **No pets/animals other than handicapped service dogs will be permitted**
- ❖ **Children are not to play in the hallways, foyers, in the parking lots, or on stone walls**
- ❖ **Please escort children to the restrooms**
- ❖ **Children or pets should not be left unattended in cars**

#### **Cancellation Policy**

The Library must be notified at least **48** hours in advance whenever a scheduled meeting is cancelled. If an organization does not use its reservation and does not cancel it properly, they may lose the privilege to reserve meeting rooms for a period of up to 12 months and their deposit.

The cancellation notice does not apply if the cancellation is due to severe weather conditions or emergency library closures. The library has the option of canceling or rescheduling an organization's meeting date should the meeting room(s) be needed for a library sponsored program or event.