

Gatesville Public Library

Meeting Room Policy and Fee Schedule

Purpose

The Gatesville Public Library was constructed with funds from the City of Gatesville, private donations, a grant from the Tocker Foundation, and a grant from the Telecommunications Infrastructure Fund. All programs and uses of the meeting room should reflect the educational, cultural, social, and recreational role the library plays in the community. Library facilities will be made available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Permission to use the facilities does not constitute endorsement of the group's beliefs, policies, or activities by the library or the City of Gatesville. The primary purpose of the meeting room is to accommodate current and future library programming needs. All library or City-related or sponsored events take precedence over all other organizations or groups.

Priority of Use

After library programming needs have been met, the meeting room will be available in the following order of priority:

1. Library-sponsored programs
2. City departments and city-supported civic organizations
3. Coryell County government entities
4. County or State of Texas organizations
5. Non-profit organizations
6. Other organizations, businesses, and individuals

Meeting Room Fee Schedule

Free Use

- The meeting room may be used free of charge by:
 - Library-sponsored events
 - City departments
 - Coryell County government entities
 - Gatesville civic organizations

Business Rental Rates

- Meeting Room Rental (Business – Per Hour): \$20.00 per hour
 - Minimum rental: 2 hours
- Meeting Room Rental (Business – Per Day): \$100.00
 - Based on an 8-hour day

Non-Profit Rental Rates

- Meeting Room Rental (Non-Profit – Per Hour): \$10.00 per hour
 - Minimum rental: 2 hours
- Meeting Room Rental (Non-Profit – Per Day): \$50.00

Special Provisions

- A two-week grace period may be allowed for scheduling adjustments or newly established organizations as approved by the Library Director.
- Organizations benefiting the library and the education of children may receive up to 24 meetings free of charge before the nonprofit rental fee schedule applies.

Payment Requirements

All rental fees must be paid at least 24 hours prior to the scheduled meeting. If rental time exceeds the previously established agreement, additional payment must be made on the day of the meeting.

Reservation Requirements

- Applications must be submitted to the Library Director at least one week in advance of the date the room is needed.
- Reservations cannot be booked more than two months in advance.
- Any group may reserve the room no more than one time per month.
- For groups that are charged a fee, a completed application must be received before the room is reserved, and reservations must be finalized at least 48 hours before the event.

The library reserves the right to cancel reservations in emergency situations or when required for library operations.

Hours of Use

The meeting room may be used only during the library's regular hours of operation:

- Monday, Wednesday, Friday: 9:00 AM – 8:00 PM
- Tuesday & Thursday: 9:00 AM – 8:00 PM
- Saturday: 9:30 AM – 6:30 PM

Under special circumstances, the Library Director may approve use outside normal hours. The meeting room must be cleaned and vacated five minutes before closing time.

Restrictions

The meeting room may not be used for:

- Social events or private parties
- Promoting a business or sales activity (such as Tupperware, Avon, Mary Kay, etc.)
- No charging admission or registration fees
- Food and beverages may not be served in the meeting room.
- Smoking is not permitted anywhere in the library facility.
- Groups showing films, playing music, or presenting copyrighted material must obtain appropriate licensing permissions.
- Juvenile or young adult groups (18 and under) may use the meeting room only with adult supervision.
- Use of the meeting room must not interfere with the routine business of the library.

Responsibilities of the Applicant

1. The group must designate one responsible individual to ensure compliance with this policy.
2. The facility must be left in the same condition in which it was found.
3. The applicant will be responsible for any loss or damage to library property or equipment resulting from use.
4. Trash or materials from activities must be placed in receptacles provided by the library.
5. The applicant is responsible for maintaining order among attendees.

Library Staff and Equipment

- Unless prior arrangements are made, a library staff member must be on duty whenever an outside group (other than the Friends of the Gatesville Public Library) uses the meeting room.
- If the applicant requires audio-visual equipment, the user must receive training in advance and will be responsible for any damage to hardware or software.
- If room setup is required, a nominal setup fee may be charged.

Decorations and Facility Use

Decorations may not damage library property. The use of nails, tacks, staples, tape, or adhesives on walls, ceilings, furniture, or equipment is prohibited unless approved by library staff. Furniture and equipment must not be removed from the meeting room without permission.

Capacity and Safety

Attendance at meetings must not exceed the maximum occupancy allowed under fire and safety regulations. All emergency exits must remain clear and unobstructed at all times.

Technology Use

Any use of library technology, equipment, or internet access must comply with the library's Acceptable Use Policy.

Publicity

Groups using the meeting room may not state or imply that the Gatesville Public Library or the City of Gatesville sponsors, supports, or endorses their meeting or program in any publicity or advertising.

Conduct

The Library Director or designated staff may terminate a meeting or event if participants:

- Violate library policies
- Create a disturbance
- Fail to follow facility guidelines

Cancellation Policy

Groups must notify the library at least 24 hours in advance if a meeting must be canceled. Repeated failure to cancel reservations may result in denial of future reservations.

Liability

The applicant agrees to assume responsibility for any damage to library property resulting from use of the meeting room. The applicant agrees to indemnify and hold harmless the City of Gatesville and the Gatesville Public Library, including its officers, employees, and representatives, from any claims, damages, or liabilities arising from use of the facility.

Authority

The Library Director has full authority to grant, refuse, or revoke permission to use the meeting room in accordance with this policy.

Gatesville Public Library

Meeting Room Application & Agreement Form

Application must be submitted to the Library Director at least one week prior to the requested meeting date.

Applicant Information

Organization / Group Name: _____

Type of Organization (check one):

- City Department
- Civic Organization
- Coryell County Entity
- Non-Profit Organization
- Business
- Individual

Responsible Person (Primary Contact): _____

Address: _____

City / State / Zip: _____

Phone Number: _____

Email Address: _____

Event Information: _____

Date of Meeting: _____

Start Time: _____

End Time: _____

Number of Hours Requested: _____

Expected Attendance: _____

Purpose of Meeting:

Equipment or Setup Requests

Please check any items requested:

- Tables
- Chairs
- Audio/Visual Equipment
- Screen
- Other: _____

Note: Users must be trained in advance before operating library audio-visual equipment.

Fee Calculation (Library Staff Use)

Business Rental

- \$20 per hour (minimum 2 hours)
- \$100 per day (8 hours)

Non-Profit Rental

- \$10 per hour (minimum 2 hours)
- \$50 per day

Fee Waived (check if applicable):

- Library Program
- City Department
- Coryell County Entity
- Civic Organization
- Children's Education Organization (within 24 free meeting allowance)

Total Fee Due:

\$ _____

Payment Received:

- Yes
- No

Date Paid: _____

Agreement and Responsibilities

By signing below, the applicant agrees to comply with the Gatesville Public Library Meeting Room Policy and acknowledges the following:

The meeting room must be left in the same condition in which it was found.

The applicant is responsible for any damages or loss resulting from the use of the facility.

Food, beverages, and smoking are not permitted in the meeting room.

The meeting must not interfere with normal library operations.

The applicant is responsible for maintaining order among attendees.

The applicant agrees that the Gatesville Public Library and the City of Gatesville are not responsible for accidents, injuries, or loss of property related to the meeting.

The applicant agrees to indemnify and hold harmless the City of Gatesville and the Gatesville Public Library from any claims arising from the event.

The Library Director may grant, deny, or revoke permission for use of the meeting room.

Signature: _____

I have read and agree to follow the Gatesville Public Library Meeting Room Policy.

Applicant Signature: _____

Printed Name: _____

Date: _____

Library Approval

Approved Denied

Library Director or Authorized Staff:

Date: _____