

MESQUITE PUBLIC LIBRARY MEETING ROOM USE POLICY

The meeting rooms of the Mesquite Public Library are available for library sponsored programs or for approved non-profit, educational civic and cultural organizations of Mesquite and surrounding areas.

The following policy governs their use:

TYPES OF GROUPS AND/OR ACTIVITIES FOR WHICH LIBRARY MEETING ROOMS CAN BE RESERVED

The meeting rooms are available for activities which do not conflict with the basic nature of the library setting. (For example, elaborate parties are better suited to the recreation centers or commercial facilities). The rooms are not available for business or commercial purposes involving the direct sale of wares, intangibles or services. All meetings must be open to the public.

No admission charge, collections (except for regular club dues) or other money raising activities may be attached to any meeting in the Library rooms, unless proceeds go to the Library or other recognized charitable cause.

The Library reserves the right to have a representative present at any meeting scheduled. Scheduling the use of the rooms during hours the Library is closed is contingent upon the availability of a staff member to be present who will be responsible for opening and closing the building.

ROOM RESERVATIONS AND USE

The Library Director shall have the authority over reservation requests and is responsible for the use of all Library facilities.

The rooms are available for scheduling during normal operational hours. After hours scheduling is available until 10:00 p.m. on Friday and Saturday and from 2:00 p.m. to 6:00 p.m. on Sunday.

Reservations can be made one month before the desired date and should be made no later than one week in advance. Approval is granted for a single meeting only, not for a continuing reservation. Those groups having a regularly scheduled continuing reservation at the Main Library when this policy is adopted will retain that privilege upon application.

Requests for use of the meeting rooms should be completed in writing using the official "Application For Use of Library Meeting Rooms". Applications are to be returned to the Library where the meeting will be held.

No group shall assign its space or reservation to another group.

A standard agreement form must be signed when the reservation is made by the person, 18 or older, who assumes responsibility for the meeting area. Organizations using any Library facility are fully responsible for any damages based upon actual repair or replacement costs. The person making the reservation is responsible for leaving the meeting area in good order. Permission to use Library meeting rooms may be withheld from groups causing disturbance or any other failure to comply with the rules and regulations.

FEE AND REGULATIONS FOR USE OF MEETING ROOMS

The use set by the City Council is \$15.00 during Library hours and \$30.00 during period the Library is closed. Fee is payable upon approval of the application and is refundable when cancellation is made at least one week prior to the scheduled date of use.

Groups exempted from the fee by the City Council are the Friends of the Library and Mesquite Historical and Genealogical Society.

Prior permission must be granted for decorations and no additional furniture or equipment other than that furnished by the Library is to be used without the approval of the Librarian in charge of the participating facility.

Desired furniture placement is the responsibility of the user.