

# **Harrington Library Consortium Meeting Room Policy**

**Adopted 9/14/18**

## **ARTICLE 1. GENERAL POLICY**

The HLC Council has adopted this policy to fairly allocate meeting room space among the many non-profit community organizations, groups, and governmental agencies that wish to use HLC's facilities. The use of a library meeting room is a privilege, not a right, and is subject to the sole and exclusive discretion of the HLC Director. Accordingly, HLC reserves the right to deny the use of any meeting room to any organization.

## **ARTICLE 2. TYPES OF MEETINGS**

### **Section 2.01 Priority for Meeting Room Use**

Priority for meeting room use will be assigned in the following manner:

1. HLC and HLC Libraries, Panhandle area organizations, and City of Amarillo-sponsored programs and meetings.
2. Meetings and programs of organizations affiliated with HLC, such as Harrington Users Group, the Friends of the Amarillo Public Library, and the Texas State Library and Archives Commission.
3. Non-profit educational, civic, or cultural programs.
4. Meetings or programs sponsored by businesses or for-profit organizations, or by individuals not associated with a government agency or non-profit.

## **ARTICLE 3. RESTRICTIONS**

### **Section 3.01 Charges and Membership**

All meetings must be free of charge and open to the general public. Attendees at any meetings are not required to be members of the sponsoring organization or group. Non members may be informed of the nature of the meeting but may not be excluded if they wish to remain. No admission fees, attendance fees, registration fees, etc., may be collected.

### **Section 3.02 Refreshments**

Meeting Room and Conference Room: Light refreshments (beverages, cookies, cake, or snacks) may be served. Organizations and patrons are asked to avoid serving items that are likely to stain furniture or carpeting. Computer Training Lab: No food allowed. Only drinks in cups with lids that close (no straws).

### **Section 3.03 Private Parties**

The use of rooms for hosting private parties, receptions, or meetings of a strictly social nature, e.g., family reunions, weddings, and home-show parties, is prohibited.

### **Section 3.04 Professionals**

A professional (doctor, attorney, financial planner) wishing to present an educational program should submit an application to the HLC Director.

### **Section 3.05 Compliance with the Law**

The meeting rooms may not be used for any activity that is in violation of local, state, or federal ordinances or laws, including copyright or public performance laws.

### **Section 3.06 Disruptive Meetings**

Meetings which would interfere with normal HLC activities and work because of noise and other factors will not be permitted.

### **Section 3.07 Staff Assistance**

No HLC personnel are available to assist any organization to rearrange seating, carry supplies to or from the meeting room, etc. Each organization must rely on its own personnel for the performance of these tasks. HLC will be responsible only for furnishing the meeting space and seating.

### **Section 3.08 Meeting Publicity**

HLC does not publicize non-HLC-related events. Any publicity that the reserving group distributes may not imply that HLC is connected to the meeting in any manner except for providing the space. Publicity must have the phone number of the group's contact person.

### **Section 3.09 Room Reassignment**

HLC is solely responsible for the assignment of meeting rooms for public use. In the event that a meeting must be cancelled or rescheduled, no group may reassign the use of the room.

### **Section 3.10 Mailing Address**

Organizations meeting in the HLC facility may not use HLC as a mailing address.

### **Section 3.11 Items Left in the HLC Facility**

HLC is not responsible for items owned by community groups or agencies and left in the meeting areas, nor can HLC provide storage for items.

### **Section 3.12 Smoking and Alcohol Use**

According to City of Amarillo policy, smoking is not permitted in the meeting rooms, or anywhere on the grounds. Use of alcohol in the meeting rooms or anywhere else in the building is also strictly prohibited.

## **ARTICLE 4. INDEMNIFICATION**

For and in consideration of the use of the meeting room and HLC facilities, any person or group using them agrees to indemnify and hold harmless HLC from any and all actions or suits relating to its use of such rooms and facilities. Further, such person or group agrees to reimburse HLC for any and all costs for repair of all damage as may be caused directly or indirectly to the room and/or facilities by such use. If any organization refuses to pay for the damage, the matter will be referred to the City of Amarillo attorney for legal action.

## **ARTICLE 5. MEETING ROOM USE**

### **Section 5.01 Meeting Rooms Available for Public Use**

HLC has one large meeting room, one conference room and one computer training lab. Organizations applying for use of any HLC meeting space must adhere to the guidelines and regulations in this policy.

### **Section 5.02 Meeting Room Equipment and Capacities**

Upon request, HLC will provide audiovisual equipment such as projectors, microphones, microphone stands, projection screen, computers, extensions cords, network cables, and video cables. Groups desiring to bring their equipment into the library meeting rooms may do so. Library staff cannot provide assistance with privately owned equipment. Tables and chairs are also provided. Meeting room capacity is 124. Conference room capacity is 8. Training lab capacity is 13. HLC also has office space for rent at an hourly rate, available during HLC business hours (Monday – Friday 8 am to 5 pm).

### **Section 5.03 Hours of Meeting Room Availability**

Office hours for HLC staff are 8:00 a.m. to 5:00 p.m. The HLC Director may approve meetings after 5:00 p.m., provided she/he has the staff to assist with shutdown of equipment and securing the meeting room areas. Meetings must be concluded and clean-up completed by the time the Library closes for the day. When scheduling a room,

time for set-up and clean-up must be included in the reserved time period. No organization will be allowed to remain after closing times.

**Section 5.04 Fees for Use**

Fees are to be charged as follows:

	<u>Non-Profit Rates</u>	<u>For-Profit Rates:</u>
Meeting Room:	\$40.00/day	\$100.00/day
Computer Training Lab:		
0-2 Hours	\$ 40.00	\$ 75.00
2-4 Hours	\$ 80.00	\$120.00
4-8 Hours	\$125.00	\$200.00
Conference Room or Office:		
0-2 Hours	\$ 10.00	\$ 15.00
2-4 Hours	\$ 20.00	\$ 30.00
4-8 Hours	\$ 40.00	\$ 50.00

Meeting Room (Hourly) -- \$25/hour during Operational Hours (1 hour minimum) Meeting Room (Hourly) -- \$30/hour during Non-Operational Hours (2 hour minimum) Operational Hours for the HLC are 8:00 a.m. to 5:00 p.m. Non-Operational Hours are defined as anything after 5:00 p.m, Monday through Friday; also Saturday and Sunday, only during hours that the Amarillo Public Library Downtown Branch is open. In the event that library staff be assigned to help with any part of the event, the library may be compensated for staff time. The decision to charge is at the discretion of the HLC Director. These fees are non-refundable.

**Section 5.05 Reservations, Cancellations and Denials**

Initial requests for reservations will be handled by HLC staff. HLC staff will be

responsible for maintaining an events calendar. Individuals or groups using meeting rooms are required to sign and submit an “HLC Meeting Room Agreement” to confirm the room booking. Bookings are not confirmed until the signed agreement is received. Payment for the rental shall be due at the time of the scheduled meeting unless the reservation is during non-operational hours for HLC. Reservations during non-operational hours for HLC must be paid at the time of the reservation. The HLC Director will be contacted if there are any issues concerning charging an organization or any other questions HLC staff may have. Organizations meeting on a repeating basis cannot reserve meeting rooms more than 60 days in advance. Notice of cancellation must be given at least 5 business days in advance of a scheduled meeting. Failure to do so may result in the refusal of future use.

#### **Section 5.06 Group Responsibilities**

The person completing the request form is responsible for ensuring that the organization abides by the HLC Meeting Room Policy. Organizations that do not follow the Meeting Room Policy will be given written warnings of their non-compliance. Meeting privileges will be revoked after two (2) incidents of non compliance. Compliance with meeting times (especially at Library closing times) will be closely monitored. Upon arriving at the HLC Office to use a reserved room, the person who made the reservation must report to the HLC Office staff to sign in and have the room unlocked by HLC Staff. Organizations using meeting rooms are responsible for their own set-up and general clean-up. Rooms should be left neat and clean and ready for the next scheduled group meeting. Organizations using meeting rooms are responsible for any damage to the room or furnishings, e.g., equipment, carpet, walls, tables, chairs, artwork. The group responsible for damage will be billed for the cost of repair or replacement. Organizations should report any difficulties or problems with HLC property to HLC staff. HLC complies with the Americans with Disabilities Act (ADA). If requested, organizations using the HLC meeting rooms must provide reasonable

accommodations for persons with disabilities. Organizations unable to provide such accommodations will not be allowed to meet in the HLC facility. All organizations must formally accept the terms of this Meeting Room Policy before HLC will accept a request for reservation of any meeting room.