

RITER C. HULSEY PUBLIC LIBRARY COMMUNITY ROOM POLICY AND PROCEDURE

Purpose

The Community Room of the Riter C. Hulsey Public Library is primarily for the use of the Library for programs related to its service. However, to fulfill the Library's function as a public institution, the room is available at no cost for use by local not-for-profit organizations. For a fee, the room also may be reserved by for-profit entities provided all stipulations listed below are met.

Availability

1. Any program or meeting sponsored by Riter C. Hulsey Public Library or the City of Terrell may preempt all other use of the Community Room.
2. The Community Room is available free of charge only to not-for-profit groups for programs and/or meetings held during library hours.
3. The Community Room is available for a fee to for-profit groups or individuals for programs and/or meetings held during library hours.
4. For fees described below, the Community Room may be reserved for after-hours use by either not-for-profit or for-profit entities.
5. The Community Room is not available for any function for which admission is charged or during which sales or collections are made unless for the benefit of the Library and/or the City of Terrell.

Fees

1. After-hours use by not-for-profit groups (including meetings that begin during library hours and end after closing) requires a rental fee of \$25.00 and a deposit of \$25.00. The deposit may be refunded if the room is vacated in satisfactory condition.
2. For-profit individuals or groups must pay a rental fee of \$50.00 for use of the Community Room, whether that use is commercial, civic, cultural, educational or informational.
3. After-hours use by for-profit individuals or groups (including meetings that begin during library hours and end after closing) requires a rental fee of \$75.00 and a deposit of \$25.00. The deposit may be refunded if the room is vacated in satisfactory condition.
4. The individual whose signature appears on the reservation form will be liable for any damage to the Library or its contents incurred as a result of or in concurrence with the gathering for which the reservation was made.

Rules and Regulations

1. According to the City of Terrell Code, no smoking is allowed in buildings owned by the City of Terrell.
2. The capacity of the Community Room is approximately 50 people.
3. Only simple refreshments and non-alcoholic beverages may be served in the Community Room. Kitchen facilities must be left in clean and orderly condition.
4. No decorations or additional furniture or equipment other than that provided by the Library is to be used unless prior approval of the Director has been obtained.
5. Nothing may be attached to the Community Room walls unless the item and its method of attachment have prior approval of the Director.
6. Library staff will not be responsible for arranging the room prior to its use.
7. The room must be left in the condition in which it was found.
8. Any group wishing to use library audiovisual equipment must designate one person as "operator" of the equipment. That person's signature must be affixed to a form stating his/her assumption of responsibility for the equipment and any damage which might be incurred during its use.

9. The Community Room may not be reserved for more than nine (9) successive hours during which the Library is open.

Reservation Procedures

1. The Director of the Riter C. Hulsey Public Library shall retain ultimate responsibility for the administration of the use of the Community Room; however, the authority to accept reservations may be delegated to full-time staff employees of the Library.
2. Reservations may be made in writing or by telephone no more than thirty (30) days in advance and not later than fourteen (14) days in advance.
3. The "Community Room Reservation Form" must be completed and signed by an adult (18 or more years of age) at least forty-eight (48) hours prior to room use.
4. Reservations will be approved on a first come, first serve basis.
5. Reservations may not be made for multiple dates.
6. Reservation cancellations must be made as soon as possible and will not be accepted later than twenty-four (24) hours in advance.
7. All reservations are subject to cancellation for use by the City of Terrell or the Library. In the unlikely event of a cancellation, the Library will notify applicant as soon as possible.
8. Requests for exceptions to policy established herein must be submitted in writing at least thirty (30) days prior to the date of usage. Exceptions will be made at the discretion of the Director and /or the Advisory Board.

After-Hours Procedures

1. The only person to whom library keys will be entrusted is the person whose signature appears on the Community Room reservation form.
2. Key (s) necessary for access to the Community Room after library hours will be available during normal operational hours of the library on the date for which the room is reserved. If the library is not scheduled to be open on the day the room is to be used, the key (s) will be available during operational hours on the last day preceding the date of usage.
3. The key(s) must be returned by the same person to whom the key(s) were originally entrusted before 12:00 noon on the first operating day following use. The key may not be returned in the book depository.