

Community Meeting Rooms

Section: Library Policy

Effective Date: October 2014;
revised August 28, 2017, August 27, 2018;
revised January 13, 2020

Objective

The meeting rooms at the Carrollton Public Library at Josey Ranch Lake and Hebron and Josey are provided primarily for library-related sponsored activities and services. Library and City activities have first priority in the scheduling of the rooms. The Carrollton Public Library reserves the right to cancel a reservation due to events sponsored by the Library or City. The Library, City of Carrollton, and their partners (e.g., Friends of the Library) are exempt from these guidelines.

Use by Other Groups

- Meeting rooms are available for use by Carrollton residents who possess a valid Carrollton Public Library card for social, civic, cultural, recreational, or charitable purposes.
- The person reserving the meeting room must be 21 years or older.
- Any soliciting, selling, or distributing materials that result in financial gain is not allowed.
- Meetings must be open to the public without regard to race, age, sex, religion, national origin, political affiliation, or disabilities.
- Any reservation of any Library meeting room is understood to be for that room only; a reservation does not include use of any outside or lawn space, including the lobby.
- Attendance is limited by the capacity of the rooms as established by the Building Code and the Fire Marshall.
- Adults attending meetings in the library, who bring children less than 9 years of age, must keep their children with them while in the building. (An adult must accompany children under nine (9) who are in the library at all times.)
- Children nine (9) years of age or older, who are with an adult attending a meeting, may work quietly in the library.
- No decorations that will mar the rooms (i.e. adhesive tape) are permitted.
- No candles are permitted.
- Permission to use the rooms shall not, in any way, constitute an endorsement of the group, its policies or activities, by the Library or by the City of Carrollton.

- Activities, which violate city codes and ordinances or Federal, State, or local laws, will not be permitted.

Application for Use of Meeting Rooms

- Reservations are taken on a first-come basis with Library and City activities having first priority.
- An adult (21 years of age or over) who is a Carrollton resident and has a valid Carrollton Public Library card must make the reservation.
- Reservations for meeting rooms may be made no more than 90 days from the current date.
- Reservations may be submitted in person or online using WebTrac software.
- Reservations are not final until the library receives payment for rooms with fees.
- No group shall assign its space or reservation to another group.

Cancellations

- Cancellations may be made online by the person reserving the room. Cancellations may also be made by submitting a request to Library staff via email or in person.
- Notice of cancellation of a meeting should be made to the Library as soon as possible, but at least 72 hours in advance, in order to receive a full refund.
- Failure to notify may result in loss of the privilege to book the room.

Availability

- The rooms are available for use during Library hours and at times when Library functions are not scheduled. City and Library activities have first priority in scheduling of the rooms.
- Meetings shall be brought to a close and cleanup completed a minimum of 15 minutes prior to the Library closing hour. Meetings may **not** extend past the Library opening or closing time.
- City Council and City Manager meetings may be scheduled when the library is not staffed.
- City Council and City Manager staff will check with the library's staff to book meetings.
- City Council and City Manager staff will confirm that Library or other city staff is available to let them in the Library at the time of the meeting.

Publicity

- The library does not produce publicity materials for groups utilizing the facilities. Meetings of outside groups are not included in the Library publicity materials unless they are co-sponsored by the Library.
- Neither the name nor address of The Carrollton Public Library may be used as the official address or headquarters of an organization, other than the Friends of the Carrollton Public Library.
- In the event publicity concerning the meeting is circulated which lists the Library as the location, this disclaimer must be included: "**This event is not sponsored by The Carrollton Library.**"

Smoking

In compliance with the City of Carrollton Ordinance No. 1388 and the Carrollton Public Library Smoking Policy, smoking is not permitted in the building, in either the lobby of the Library or the Community Meeting Rooms.

Refreshments

- Refreshments may be served in the Community Meeting Rooms.
- The Library does not furnish dishes or kitchen equipment. Kitchen facilities must be left in a clean and orderly condition.
- No alcoholic beverages are allowed.

Fees

No admittance fee, or any other charge for attendance, may be attached to any function held in the meeting rooms. The only exception will be Library co-sponsored programs, which may require a nominal fee.

Set Up/Clean Up

- Sufficient time for set up and clean up should be factored into a room reservation.
- The Library staff does not provide room set up, including chairs, tables, podium, or equipment.
- Groups using the rooms are required to stack chairs and return tables to their carriers when meetings are concluded. The library is not responsible for stacking tables and chairs, except for library-sponsored events.
- No physical changes may be made in the rooms except for the rearrangement of furniture. Items on display may not be disturbed.
- The rooms must be left in their original condition and clear of trash and personal belongings.

Equipment

- Use of videos in programming must conform to copyright laws governing public performance videos only.

Responsibility for Damages

- The individual making the reservation and providing his/her library card number is responsible for any damages to the rooms, the furnishings, or any library equipment borrowed.
- This individual should be present at the time of the scheduled activity or designate a contact person to be present.
- Damage to the facility may result in denial of future use and payment for damages.

Library Staff Member Presence

The Library reserves the right to have a member of its staff in attendance at any meeting held within the Library facility.

Revocation of Privileges

Failure to comply with this policy may result in loss of privilege to use the facility and may also result in other action deemed appropriate by the Carrollton Public Library.