

LEANDER PUBLIC LIBRARY ANNEX MEETING ROOM POLICY

The Leander Public Library welcomes public use of the annex meeting room in keeping with the Library mission “to provide open access to information and to promote literacy, love of reading and lifelong learning opportunities for all members of the community.” Use of the room by an individual or group signifies acceptance of the terms of this policy.

GENERAL GUIDELINES

The annex meeting room at the Leander Public Library is designed to meet general informational, educational and civic needs including, but not limited to activities such as discussion groups, lectures, seminars, exhibits, music, displays, and films. Use of the annex meeting room does not constitute a City of Leander endorsement of viewpoints expressed by participants in the program.

The City of Leander; Leander Parks and Recreation and the Leander Public Library Annex Room usage will have first priority for use. These include programs and activities open to the public; as well as staff meetings, training sessions and other invitation-only uses that may not be open to the public. Each of the Departments have discretion to charge entrance fees, class fees or allow fundraising for City sponsored programs. Examples are: Local, State and National elections; Boards and Commission meetings; City Employee Health Screenings; etc.

Public reservations requests for the use of the annex room may be made online, by phone, or in person through a rental agreement between 15 - 90 days in advance of events that will be held during the library’s regular hours of operation. Reservation requests for time outside of the library’s regular hours must be made a minimum of 45 - 90 days in advance. All reservations must be approved by the Library Director and the Director of Parks and Recreation before they are accepted and confirmed. Requests are honored on a first-come, first-served basis upon receipt of rental fee and security deposit.

The following guidelines apply to all rental activities.

- Renters must be 18 years or older.
- Reservations must be paid in full at the time they are made. Reservations must include set-up and clean-up time. The payment includes the rental fee and security deposit. The individual making the reservation will be held responsible for any damages or clean-up costs that may occur as a result of the use of the facility.
- Multiple reservations may be made within the 90-day time frame. The Library reserves the right to limit the number of meetings held by any one applicant, group, or organization in order to ensure equitable space availability.
- Room rental includes the use of tables, chairs and trash receptacles. Use of the kitchenette is available for additional fee. Renters must provide any utensils, dishes, paper products, extension cords, cleaning supplies, etc. that may be needed.
- The City/Library does not provide staff to set up or arrange the furniture. Room setup is the sole responsibility of the renter.

- Participation in annex meeting room activities must be free from discrimination on the basis of race, religion, ethnicity, gender, disability, and age.
- Smoking and alcoholic beverages are not permitted.
- The annex meeting room should be left as it is found. Furniture should be returned to the original arrangement, walls must be free of any markings, and all trash should be removed. Failure to do so may result in a deduction from the security deposit.
- All trash resulting from the rental must be removed and placed in the trash receptacle provided. Personal furniture or equipment may be brought in with prior approval, and arrangements should be made at scheduling time. To ensure easy removal of equipment after the meeting, renters must notify staff when the equipment is brought into the building. Equipment, supplies, or personal effects cannot be stored or left in the meeting room before or after use.
- Building exits must be kept unlocked at all times and open aisles must be maintained within the seating arrangement to provide clear access to exits.
- Public entrances are to be used for entrance and exit from the building, and for all deliveries.
- Announcements or notices publicizing an activity cannot be posted or distributed on Library property and cannot imply the City of Leander, the City's Library or Parks and Recreation sponsorship without prior approval from the Library Director and Parks and Recreation Director.
- Attendance is limited to the capacity of the room. Seating and/or supplemental furniture are not allowed in corridors outside of the room.
- The City reserves the right to have a staff member present at each scheduled meeting or event.
- A State issued photo I.D. is required to verify the identity of the renter on the day of the rental and all inquiries concerning the reservation will be referred to the person who signed the application.
- The City/Library is not responsible for providing security for the applicant, group, organization, or their attendees. Each group is responsible for its own security needs.
- Future use of the meeting room may be denied to individuals/groups that fail to comply with meeting room use policy, if the facility is damaged, or if the individual/group causes a disturbance.
- City and/or Library needs may preempt any other scheduled events in which case any fees will be refunded.

CANCELLATIONS/REFUNDS

Cancellations must be made fourteen (14) days prior to the event to receive a full refund. Cancellations made less than fourteen (14) days prior to the event will be refunded the deposit only. No-shows will forfeit the rental fee. Cancellation notification may be made online, by phone, or in person.

Questions not addressed in this policy should be directed to the Library and Parks & Recreation Department.

FEE SCHEDULE

(Seats up to 150 people stadium style and 75 people with tables and chairs; Minimum rental blocks are two hours)

Library Annex Fee Schedule	Resident	Non-Resident
Non-Profit Organization/Public	\$100	\$135
Non-Profit Organization/Public – Additional Hour	\$50	\$67.50
For-Profit/Private Organization	\$150	\$202.50
For-Profit/Private Organization – Additional Hour	\$75	\$101.25
Annex Kitchenette	\$20	\$27
Security Damage Deposit	\$150	\$150