

## CURRENT POLICY

### LEANDER PUBLIC LIBRARY CONFERENCE ROOM POLICY

The Leander Public Library welcomes public use of its conference rooms 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 a conference room by an individual or group signifies acceptance of the terms of this policy.

#### GENERAL GUIDELINES

Conference rooms at the Leander Public Library are designed to meet general informational, education, cultural, and civic needs including activities such as discussion groups, lectures, seminars, exhibits, music, displays, and films. The City of Leander is committed to compliance with the *Americans with Disabilities Act*. Reasonable modifications and equal access to communications will be provided upon request. Use of Library conference rooms does not constitute a City of Leander endorsement of viewpoints expressed by participants in the program.

Requests for the use of a conference room may be made in person, by phone, or in writing two or more weeks in advance of events that will be held during the library’s regular hours of operation. Reservation requests for extended time after the library’s regular hours must be made a minimum of 30 days in advance and must be approved by the library director before they are accepted and confirmed. Requests are honored on a first-come, first-served basis upon receipt of a completed *Conference Room Reservation Agreement Form*, rental fee and security deposit. Renters must be 18 years or older. The following guidelines apply to all rental activities.

- 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.
- Room rentals include the use of tables, chairs, trash receptacles and kitchen facilities if requested. Renters must provide any utensils, dishes, paper products, extension cords, cleaning supplies, etc. that may be needed.
- Participation in conference room activities must be free from discrimination on the basis of race, religion, ethnicity, gender, disability, and age.
- Conference Rooms may be used for social gatherings such as showers, birthday parties, dances, etc.
- Smoking and alcoholic beverages are not allowed.
- Conference rooms should be left as they are 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.
- 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 Library Conference rooms 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 to and exit from the building, and for all deliveries.
- Announcements or notices publicizing an activity cannot be posted or distributed on Library property without prior approval from the Library Director.
- All trash resulting from the rental activity must be placed in the trash receptacles provided.
- Attendance is limited to the capacity of the individual rooms. Seating and/or supplemental furniture are not allowed in corridors outside of the conference rooms.
- Future use of conference rooms may be denied to individuals/groups that fail to comply with conference room use policy, if the facility is damaged, or if the individual/group causes a disturbance.
- **City or Library needs may preempt any other scheduled event.**

Cancellations must be made seven (7) days prior to the event to receive a full refund. Cancellations made less than seven (7) days prior to the event will be refunded the deposit only. No-shows will forfeit the rental fee. Cancellation notification may be made by phone, email or in person.

Questions not addressed in this policy should be directed to the Library Director.

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### **FEE SCHEDULE**

**Conference Room C** (Seats up to 200 people stadium style and 100 people with tables and chairs; Minimum rental time is two hours) Resident Non-Profit - \$50.00 (\$25 for each additional hour)  
Non-Resident Non-Profit - \$75 (\$25 for each additional hour) Resident Organization - \$125 (\$50 for each additional hour)  
Non-Resident Organization - \$150 (\$50 for each additional hour) Kitchen - \$10 per hour (Maximum \$40 per day)  
Deposit - \$150 per rental (The deposit will be refunded in full if there is no damage incurred and all rental policies are followed.)

**Conference Room D** (Seats 10-15 people with tables and chairs; Minimum rental time is two hours) Resident Non-Profit- \$15 (\$5 for each additional hour)  
Non-Resident Non-Profit - \$25 (\$5 for each additional hour) Resident Organization - \$40 (\$5 for each additional hour)  
Non-Resident Organization - \$50 (\$5 for each additional hour) Kitchen - \$10 per hour (Maximum \$40 per day)  
Deposit - \$150 per rental (The deposit will be refunded in full if there is no damage incurred and all rental policies are followed.)

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**LEANDER PUBLIC LIBRARY**

1011 S. Bagdad Rd.  
Leander, TX 78641

512-259-5259  
www.leander.lib.tx.us

**Conference Room Reservation Agreement Form**

\_\_\_\_\_  
**Contact Name (please print) Phone Number Email address**

\_\_\_\_\_  
**Mailing Address City State ZIP**

\_\_\_\_\_  
**Organization Event/Program Title**

\_\_\_\_\_  
**Event Date(s) Starting Time Ending Time Total Hours Rental Cost Expected Attendance**

Resident \_\_\_\_\_ OR Non-Resident \_\_\_\_\_ Individual/Non-Profit \_\_\_\_\_ OR Organization \_\_\_\_\_

Conference Room C \_\_\_\_\_ OR Conference Room D \_\_\_\_\_

Kitchen Use \_\_\_\_\_ OR No Kitchen Use \_\_\_\_\_

**By signing this agreement, I agree to abide by the LEANDER PUBLIC LIBRARY CONFERENCE ROOM POLICY as set forth by Leander Public Library and the City of Leander for the use of the conference rooms located at 1011 S. Bagdad, Leander, TX.**

\_\_\_\_\_  
**Signature Date**

**Payment Method:** \_\_\_Cash \_\_\_Check \_\_\_Visa \_\_\_MasterCard \_\_\_American Express

\_\_\_\_\_Amount \_\_\_\_\_Date Received

\_\_\_\_\_Check Number (make payable to Leander Public Library)

\_\_\_\_\_  
\_\_\_\_\_  
**Visa/ MC / AMEX# Exp. Date**

\_\_\_\_\_ \$2.00 Credit Card Service Fee for charges over \$10.00

\_\_\_\_\_ Remainder due prior to event (Events should be completely paid 2 weeks prior to the event)

\_\_\_\_\_ Total refund amount (if applicable)

**Name and address for refund amount:**

\_\_\_\_\_

**CURRENT POLICY**

\_\_\_\_\_  
**Staff Signature**

\_\_\_\_\_  
**Lead Staff Initials**

**Refund Amount** \_\_\_\_\_ **Refund Approval** \_\_\_\_\_ **Date** \_\_\_\_\_