

## CURRENT POLICY - REDLINED

### LEANDER PUBLIC LIBRARY ~~CONFERENCE ROOM POLICY~~ MEETING ROOM USE POLICY

The City of Leander Public Library welcomes public use of its ~~conference meeting~~ rooms (“C” and “D”) 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 meeting~~ room by an individual or group signifies acceptance of the terms of this policy.

#### GENERAL GUIDELINES

**ADD:** “LPL meeting rooms are provided in keeping with the Library’s mission.” ~~Conference~~ ~~The meeting~~ 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. [Moved to “Conditions of Use” – page 5:] 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. [Located in: “General Use – page 1:] Use of Library ~~conference~~ meeting rooms does not constitute a City of Leander endorsement of viewpoints expressed by participants in the program.

[Located in: “Reserving a Meeting Room page 2:] “Requests for the use of a meeting room may be made: a. online through the Parks and Recreation Civic Rec Registration software, b. in person at the Parks and Recreation Offices, or c. in writing/email to the Parks and Recreation Department, two or more weeks in advance, **ADD:** “up to 6 months in advance”.”

[Located in other parts of the document:] of events that will be held during the library’s regular hours of operation.

~~[Deleted:] 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.~~

[Located in: “Reserving a Meeting Room” on page 2:] Requests are honored on a first-come, first-served basis upon receipt of a completed ~~Conference Meeting Room Use Agreement and Reservation Agreement Form~~, rental fee and security deposit. Agreement may be made 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~~ **ADD:** two weeks prior to the rental event. ~~Reservations must~~ **ADD:** Reserved blocks of time include set-up and clean-up time.
- [Located on page 3:] 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.
- [Located on page 3:] 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.

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- [Located on page 5:] Participation in conference room activities must be free from discrimination on the basis of race, religion, ethnicity, gender, disability, and age.
- [Located on page 1:] ~~Conference-Meeting~~ Rooms may be used for social gatherings such as showers, birthday parties, dances, etc.
- [Located on page 2:] Smoking, ~~ADD: including e-cigarettes~~ and alcoholic beverages are not allowed.
- [Located on page 3:] ~~Conference rooms should be left as they are~~ ~~ADD: A group or customer must leave a meeting room in the condition in which the room was found.~~
- [Located on page 3:] 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.
- [Located on page 3 - Replace all with the following] ~~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.~~ The Library does not set up or arrange furniture or equipment in a meeting room.
  - (a) If a group or customer rearranges the furniture, the group or customer must return the furniture to the original arrangement before leaving the room.
  - (b) A group or customer may not bring furniture or equipment from the main area of the library into a meeting room.
  - (c) A group may bring its own furniture or equipment into a meeting room with advance approval by the Library Director.
    - (i) Arrangements for the use of such furniture or equipment must be made at the time the room is reserved.
    - (ii) A group or customer must notify the Library Director when furniture or equipment is brought into the Library, and must promptly remove the furniture or equipment at the end of the meeting.
  - (d) A group or customer may not store equipment, furniture, supplies, or personal effects in a meeting room before or after use.
- [Located on page 3] 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.
- [Located on page 3] Public entrances are to be used for entrance to and exit from the building, and for all deliveries.
- [Located on page 1] Announcements or notices publicizing an activity cannot be posted or distributed on Library property without prior approval from the Library Director.
- [Located on page 1] All trash resulting from the rental activity must be placed in the trash receptacles provided.
- [Located on page 4] ~~Attendance is~~ ~~ADD: "Use of meeting rooms are"~~ limited to the capacity of the individual meeting rooms. Seating ~~and/or supplemental~~ furniture ~~are not allowed~~ ~~ADD: "may not be placed"~~ in corridors outside of the ~~conference~~ meeting rooms.

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- [~~Located on page 2- Replace all with the following ] ~~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.~~ ADD: “Permission to use Library meeting rooms will be withheld from a group that has failed to comply with the Meeting Room Policy or from a group that has damaged a meeting room, the carpet, equipment, or furniture, or caused a disturbance.”~~
- [~~Located on page 1] City or Library needs may preempt any other scheduled event.~~

[~~Located on page 3] 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 and deposit.~~

[~~Located on page 3] Cancellation notification may be made by phone, email or in person.~~

[~~Located on page 2] Questions not addressed in this policy should be directed to the Library Director.~~

[~~Located on page 5- Added the following:]~~

### ~~Conditions of Use~~

- ~~Safety – Users must take all necessary precautions to ensure the safety and well-being of all participants.~~
- ~~Smoking and alcoholic beverages are not allowed.~~
- ~~Fireworks, explosives, highly flammable candles and aerosol sprays are prohibited~~
- ~~Indemnity and Liability – The user agrees to indemnify and hold harmless City of Leander Public Library and its officers, agents, and employees from all loss, liability, claims or expense. The user assumes all risks of loss, damage, or injury, including death or property damage, resulting from the use by user of the Library facilities and services. LPL assumes no liability whatsoever for any property placed by the user or any person attending a user-sponsored event in or about Library premises.~~
- ~~Organizations claiming nonprofit status shall be asked to provide a copy of their IRS Form 501(c)(3), or a Tax Exempt Certificate. (Depending on the nature of the event, the Form 501(c)(3) requirement may be waived at the discretion of the Library Director.)~~
- ~~Any users with anticipated attendance of 100 or more shall be asked to provide the Library with a copy of their Certificate of Liability Insurance showing general liability coverage in the amount of \$500,000. The Certificate of Insurance must list City of Leander Public Library as an additional insured.~~
- ~~Accessibility and Compliance – It is the responsibility of the user reserving a meeting room to ensure that the room meets any ADA accessibility requirements that their guests may need. 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.~~
- ~~Non-discrimination - When using a meeting room, it is understood that the main Library building will remain available to all customers on a non-discriminatory basis. Participation in conference room activities must be free from discrimination on the basis of race, religion, ethnicity, gender, disability, and age.~~

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Waiver of Terms – The Library Director reserves the right to waive or vary any provision in this policy when doing so would more effectively serve the public’s interest, except when prohibited by law.

**[The following fees are not being recommended for change at this time. They are located on page 4]**

### **FEE SCHEDULE**

~~Conference~~ **Meeting 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~~ **Meeting 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.)