

## Friendswood Public Library

### Reservations

- Library-related functions will be given first priority, followed by groups and associations of the Friendswood community. Other requests will be considered on a first come, first serve basis.
- Groups should reserve the room in advance of the date needed. Based on demand, reservations may be subject to time, place, and manner restrictions.
- To give all organizations an opportunity to use the rooms, groups may not reserve space on a recurring basis for more than 30 days. After 30 days, the group can check availability and reserve the space again.
- Requests for use of the community or large meeting room may be made in person or by phone. Request should be made at least one week in advance of the date requested.
- Groups holding reservations are requested to notify the library of any cancellations at the earliest possible date in order to free the room for other groups.
- Reservations are not automatically renewable.



### COMMUNITY AND LARGE MEETING ROOM POLICY

The Friendswood Public Library provides two large spaces for public meeting. The Community Room provides seating space for up to 120 people with chairs and appropriate aisles for safe exit. The large Meeting Room provides seating space for up to 45 people. These meeting spaces may be used by the general public during the regular hours that the library is open. The meeting rooms may be reserved for meetings, programs, seminars, and exhibits. When reservation of a room is requested, the requestor should state the name and purpose of the group and expected attendance. If light refreshments are to be served, this also needs to be stated. Any refreshments must be confined to these rooms alone. No amenities are provided by the library. Groups requesting to use a room on an occasional basis by advance reservation may do so as long as they are open to all members of the public and comply with the rules stated in this policy.

## Rules for Community and Large Meeting Room

- All activities in the library's meeting rooms must be open to anyone who wants to attend.
- The meeting rooms may not be reserved for the solicitation or sale of goods or services except with library approval and in conjunction with a library sponsored program or event.
- Person in charge should stop by the Reference desk to announce arrival and check for instructions or procedures.
- Your group is responsible for arranging the room to suit your needs prior to your meeting. (See the Reference staff if you need additional tables and chairs)
- When your meeting is over, you are responsible for returning the room to the exact condition and arrangement in which you found it.
- Please give your meeting attendance to the Reference desk staff before leaving. We need this count for statistical purposes.
- Attendance at meetings must be limited to the seating capacity specified at the library.
- Open aisles must be maintained within the seating arrangement to provide clear access in case of an emergency.
- Groups must obtain permission from the library before affixing articles to the walls of library spaces.
- The length of time needed for the meeting should include time for setting up the room and putting it back in order at the end of the meeting. If the meeting extends beyond scheduled time, the librarian in charge may request that the meeting be adjourned.
- Permission to use the community room or large meeting room may be withheld from groups whose members or invitees damage the room, carpet, equipment, or furniture, create disruptions within the library, or fail to comply with these rules and regulations. **Individuals causing disturbances during meetings will be asked to leave.**

## Further Information

- Use of the library's community room or large meeting room does not constitute endorsement by the City or the Library of points of view expressed by the group. No advertisement or announcement implying such endorsement will be permitted.
- The Library will not be responsible for lost or damaged materials used in exhibits or programs.
- The group making the reservation, as well as the membership of the group as a whole, will be held financially responsible for any and all damage that may occur as a result of the use of the facilities.
- The individual making the reservation, as well as the membership of the group as a whole agree to comply with all applicable federal, state, county, and city ordinances, rules, and regulations now in force or which may hereafter be enacted or promulgated.

