

## History, Small Meeting, and Study Room Policy



Along with the Community Room and Large Meeting Room, the Friendswood Public Library provides five medium sized rooms for public meeting or group study. When reservation of a room is requested, the requestor should state the name and purpose of the group and expected attendance. Groups requesting to use a room on an occasional basis by advance reservation may do so as long as they comply with the rules stated in this policy. Additional rooms are available for individual or two person study on a first come first serve basis. These individual study rooms do not require reservation.

**Policy details are on the back.**

**Friendswood Public Library**

## Friendswood Public Library

1. Patrons in groups of more than two may sign up at the reference desk to use the History Room or one of two group Study Rooms. Groups of more than six may also reserve Meeting Room 1 or Meeting Room 2 if available. Reservations may be made up to two (2) weeks in advance. Groups of more than 12 may qualify to reserve the large Meeting Room (Meeting Room 1 and 2 combined). \*To give all organizations an opportunity to use the large Meeting Room, groups may not reserve this space on a recurring basis for more than 30 days.
2. The History Room or Study Rooms may be booked for use by one (1) or two (2) persons with the understanding that if a larger group requests the room they will be required to relocate to one of the smaller study rooms which are available on a first come, first serve basis.
3. The History Room is reserved for those patrons wishing to do local area research. If the history room is available, it can be booked with the understanding that should another patron need the room for local area research purposes he or she will be asked to relocate to one of the smaller study rooms, which are available on a first come, first serve basis.
4. No person shall schedule either room for more than a three (3) hour segment. If after their three (3) hour segment no one else has booked the room they may book it for another three (3) hours.
5. Any person or group requesting use of the rooms must indicate the purpose for which the rooms will be utilized.
6. All activities in the library's meeting rooms must be open to anyone who wants to attend.
7. Use of the library's meeting rooms 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.

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