



MEETING ROOM POLICY

POLICY STATEMENT

Friendswood Library provides meeting room spaces to groups and community organizations as an added value to cardholders for the purpose of holding public educational, informational, or engaging civic or nonprofit activities for residents and Library visitors.

REGULATIONS

Priority for the use of Library meeting room spaces will be given to Library staff for the purpose of conducting programming, classes, meetings, and other activities in service to patrons and residents. When not in use by the Library, space is provided to eligible outside groups for publicly-held meetings on a first-come, first-served basis with the following regulations. Public bookings are subject to availability. Library staff reserves the right to suspend meeting room privileges or cancel meetings, with or without notice, for the purpose of conducting official Library business, when facility issues or other conflicts arise, or when policy violations or disruptions to Library operations may occur.

The following guidelines apply to all Friendswood Library meeting room users:

Applicants

- Meeting room applicant must be an adult (age 18 and up) and be a Friendswood Library cardholder in good standing at the time of the booking.
- Applicants must be present for the duration of any and all meetings that they book.
- Meeting rooms are intended for group use only. Individuals or small groups of less than 8 people should instead book a study room (See Study Room Policy).

Meeting Criteria

- Library meeting rooms are not private. Personal social events are not permitted.
- All functions in the meeting rooms must be free and open to the general public. Library staff retain the right to access all meeting rooms and spaces at any time for any reason, including ensuring compliance with these rules and Library policies.
- Meeting rooms are not available for commercial, for-profit, or promotional purposes. No admission or pre-payments may be charged for services taking place in the meeting rooms. The sale of goods or exchange of money within the meeting rooms by outside groups other than Library-sanctioned events is strictly prohibited.
- Meeting rooms may not be booked for rallies, performances, or other potentially disruptive events.

Reservations

- Applicants must book a room at least 7 days in advance of the date of the meeting, up to a maximum of 45 days in advance. Any exceptions other than Meeting Room 2 use require Director approval. (See Study Room Policy).

- Groups may only reserve a meeting room during regularly scheduled Library business hours, subject to availability.
- Multiple reservations per group are permitted; however, groups may only have a maximum of 4 bookings simultaneously, regardless of the number of separate applicants within the same group. Reservations are not automatically renewable.
- Groups are responsible for setting up and tearing down the room and should include any extra time needed for setup and teardown in their reservation request.
- Meeting room users must check in and out at the reference desk. If the applicant who reserved a room fails to check in with the Library staff within fifteen (15) minutes of the start of the reservation, the Library may, at its discretion, cancel the reservation and allow another applicant to use the space instead.
- Cancellations should be made through the online booking system or by calling the Library as soon as possible, but no later than the start of the booking time. Repeated no-shows without a cancellation may result in penalties such as the temporary suspension of booking privileges.

Room Usage

- Activities in the meeting room must comply with all Library policies, including but not limited to the Patron Code of Conduct, and Minor Child Policy.
- Library users must comply with all federal, state, and local laws and ordinances.
- The total number of meeting room users cannot exceed the capacity for that space.
- Upon arrival, the Meeting Room Applicant must check in at the reference desk and provide ID verification, if requested.
- Applicant must check out with staff at the reference desk when the meeting ends.
- Library staff may not be available for AV assistance or troubleshooting at the time of the meeting so a separately scheduled AV appointment with staff is recommended.
- Meeting rooms must be vacated and reset to the original condition at least 30 minutes prior to Library closing time or by the reservation's scheduled end time, whichever comes first.
- Serving pre-prepared food and drinks is permitted; however, open flames and/or cooking is not allowed. Applicant is responsible for the cleanup and disposal of all food-related trash. The use of alcohol in the meeting rooms is strictly prohibited.
- Applicants reserving the meeting rooms accept financial responsibility for any and all damage to Friendswood Library property resulting from the Applicant's use of the room, normal wear and tear excepted. Room damage or destruction of meeting room property may result in penalties, up to and including loss of meeting room privileges.
- Marketing publicity shall not be sent out before the meeting room use is approved. Promotional materials, flyers, or digital listings may list the Library name and address as a directional location but may not use the Library's logo or imply that the Library is a host, partner, or co-sponsor. All external marketing materials must state the following: *"This event is not sponsored or endorsed by the Friendswood Library."*

Failure to comply with this policy may result in the loss of future meeting room privileges and/or the immediate removal from the room. If privileges are suspended, the applicant may appeal in writing to the Library Director.