SAN MARCOS PUBLIC LIBRARY
MEETING ROOM POLICY

GENERAL INFORMATION:

The San Marcos Public Library has a large meeting room and a small conference room. When the rooms are not in use by the library, they may be used by other groups in conformance with this policy. There is no charge for use of the meeting rooms.

Meeting rooms may only be sued during the library’s normal hours. All meetings should end in time for the tables and chairs to be put away and the key returned to the circulation desk at least fifteen minutes before closing.

The library’s large meeting room will seat up to 45 people, auditorium-style, and is equipped with tables, chairs, a projector, a projection screen, a lectern, and a piano. Groups who use the community room are responsible for setting up their own tables and chairs and putting them away after their meeting. Light refreshments may be served in the large meeting room. Use of tobacco products, alcoholic beverages, and lighted candles are not permitted.

The small conference room will seat up to twelve people at a conference table. Water and other beverages are fine, but other food is not permitted.

RESTRICTIONS ON USE OF THE ROOMS:

• The library's meeting rooms are primarily for use by the library for programs and other activities held under its sponsorship. Therefore, library needs may preempt any other scheduled use of the meeting rooms.

• The meeting rooms may not be used for commercial purposes. A “commercial purpose” is defined as a use intended to produce, or which in fact produces, profit for any private for-profit company, association, corporation, or individual.

• Groups may not conduct sales of any kind or charge fees for activities held in library meeting rooms unless they can prove that the proceeds will be used to benefit the activities of a nonprofit organization. The library reserves the right to require written verification of the nonprofit status of organizations using our rooms for sales or other fundraising purposes. Such verification shall be in the form of a letter of determination from the IRS or the Texas Secretary of State.

• The meeting rooms may not be used for purely social purposes, such as birthday parties or showers.

• The meeting rooms may not be used for any activity which would be likely to cause an unreasonable amount of wear and tear on library facilities or which would be likely to disrupt the normal activities of the library.
• Use of the meeting rooms does not constitute endorsement by the library or the City of San Marcos of points of view expressed by participants of programs held in the meeting rooms. No advertisement or announcement implying such endorsement will be permitted.

• If there is any doubt or disagreement about whether a proposed use of the meeting room violates any of these restrictions, the library director will request the library board to decide on the matter at their next regularly scheduled board meeting.

ADVANCED RESERVATIONS FOR THE MEETING ROOMS:

• Formally established organizations may reserve the meeting rooms in advance by calling or visiting the library. The library reserves the right to require written verification of the official status of organizations reserving our rooms. Such verification may be in the form of a letter of determination from the IRS or the Texas Secretary of State.

• Advanced reservations for the meeting rooms must be made by persons who are at least 18 years old and willing to accept financial responsibility for any loss or damage incurred during their use of the room.

• Reservations may be made only for the current month and the coming month. Groups are limited to one reservation per month.

• Reservations should be cancelled at least 48 hours in advance.

“WALK IN” USE OF THE MEETING ROOMS:

• Study groups and other informal groups may use the rooms, if available, under our “walk in” rules. “Walk in” use by a group is limited to two hours per day and two days per week.

• At least one person in the group must be 18 years old, present at all times, and willing to accept financial responsibility for any loss or damage incurred during their group’s use of the room.

• “Walk in” use is limited to groups of three or more, except that we will allow a single individual over the age of 18 to use the large meeting room for quiet piano practice.

OTHER POLICY PROVISIONS:

• The library is not responsible for equipment, supplies, or personal effects stored or left in the meeting rooms.

• Any exceptions to these policies must be cleared by either the Library Director or the Circulation Supervisor.
Permission to use the meeting rooms will be denied to groups which damage the rooms or their contents; fail to leave the rooms in a clean, orderly and secure condition; cause a disturbance to patrons of the library; or otherwise fail to comply with these meeting room policies.

Adopted: March 1983
Revised and Approved: April 22, 2019