

Room Reservation Policy

The Waco-McLennan County Library makes rooms of various sizes available to members of the public when not in use by the library.

Conditions for General Use

- You must have a current library card to reserve a room.
- Rooms are available at no charge to individuals or groups engaged in non-commercial and non-profit activities.
- Rooms are not available for commercial or business use. A group or customer using a meeting room may not actively sell items or services, solicit money or another item of value, charge admission, or advertise goods or services.
- Programs involving the sale, advertising, marketing, and promotion of commercial products or services is prohibited.
- Programs sponsored by a business firm, regardless of the purpose, is prohibited.
- Personal events or social gatherings such as birthday parties, baby showers, wedding showers, dance or similar activity is prohibited.
- Fund-raising activities or events are also prohibited, with the exception of those directly benefiting the Library.
- Admission fees or other collections may not be made a condition of attendance. The exception to this is a reasonable charge for "workshop materials," where the decision to purchase rests with the attendee. A decision not to purchase the materials does not bar the attendee from otherwise participating in the meeting.
- The Library reserves the right to have a staff member present at any meeting held in any room.
- All meetings held in library facilities must be open to the public without regard to race, age, gender, religion, national origin, political affiliation, or disabilities.
- All programs, meetings, and clean up must finish at least 15 minutes prior to the library's closing time.

Reservation and Scheduling

- Groups wanting to use a meeting, conference, or large study room must complete an online request form. The request form is an agreement that the group agrees to abide by the library's Room Reservation Policy and rules. Forms must be completed by an adult, 21 or older, representing the group requesting use of the room.
- Requests to use rooms are accepted on a first-come, first-served basis. Rooms are available only during hours the library is open to the public. Library-sponsored programs have priority use.
- Reservation request may be submitted no more than three months in advance of the reservation date.
- Groups may request the meeting room or conference room one meeting per month, up to four hours per day. Individuals from the same group may not request the room in consecutive time blocks to extend the length of the meeting or more than once per month.
- Notice of cancellation must be given no less than 24 hours by the individual reserving the room prior to the scheduled meeting. Failure to do so or multiple cancellations may result in the refusal of future use.
- The Library reserves the right to reschedule, deny, or cancel a meeting in the event that it conflicts with other library programs, operations or weather conditions.

User Responsibilities

- Users are responsible for any and all damages to furnishings, fixtures, and equipment in meeting, conference, or study rooms. A charge may be assessed if library furnishings, fixtures, and/or equipment are damaged.
- Users are responsible for setting up and taking down of tables and chairs in meeting rooms and cleaning up after use.
- Groups using the rooms and those attending meetings are expected to abide by all library policies and rules at all times. Library staff has the authority to ask any group to leave if any policies are violated while using the rooms.
- Serving of light refreshments is permitted in the large meeting rooms with kitchens only. Serving of alcoholic beverages is prohibited.
- Future use of library rooms may be withheld from groups and individuals that cause damage to library property; interfere with library operations; or fail to comply with Library policies.
- An organization or individual whose privileges have been denied may appeal to the Library Director within seven days from the date that the patron's privileges were denied

and show cause why privileges should not be denied. The Director shall hear and decide such an appeal within seven days.

- In the event of a denial of privileges, an individual may appeal the decision of the Library Director to the Library Commission. This appeal must be made within thirty days of the decision. The Commission will notify the patron to appear at their next regularly scheduled meeting and show cause why privileges should not be denied. Failure to appear shall be deemed by the Commission as agreement with the Library Director's decision. The Commission shall decide an appeal within thirty days of meeting.

Responsibility and Authority

- The presence of a meeting does not imply endorsement of the sponsoring organization or meeting content by the Waco-McLennan County Library, Waco-McLennan County Library Commission, the City of Waco, or McLennan County.
- The Library Director is given the authority to establish guidelines and procedures as may be necessary to carry out this policy.

Approved by the Waco-McLennan County Library Commission: July 26, 2006.

Amended and approved: January 25, 2012, March 23, 2016, January 25, 2017