

Provisions for Community Room and Small Group Meeting Room Use for Private Sessions – i.e. meetings not directed towards general public participation. (approved by City Council 7/25/06)

The library may properly limit the use of the meeting rooms to meetings which are open to the public or may make space available for both private and public sessions.

The Library's meeting rooms are available on reservation to groups whose purposes are civic, cultural, or educational. The rooms are not available for the following purposes: business and corporate sales or promotional meetings, partisan groups, religious meetings, social affairs, or receptions of a personal nature. No charge of admission may be made for programs or meetings held in the rooms except for registration fees. No sales of any kind may be made except for those of specific benefit to the library. Groups may take normal collection of dues. Rooms may not be scheduled on City or Library holidays. Rooms may not be scheduled during times the library is not open to the public and the room must be vacated in like condition 30 minutes prior to closing time. Light refreshments may be made available only in the Community Room.

Groups whose use is not geared towards general public participation may be scheduled based on availability at the discretion of the Library Director with the concurrence of the Library Board. The following provisions are specific to these types of groups/meetings.

An initial reservation deposit equal to a 1 hour fee payable to the Speer Memorial Library must be received by the library when the **Reservation Request for Meeting Room Use** form is received, approved, and the room is officially reserved. Rooms may not be reserved for Private Sessions (i.e. meetings not directed towards general public participation) earlier than 2 weeks prior to the desired meeting date. The individual reserving the room must have a valid library card and not have outstanding library charges. Fees for room usage will be deducted from this deposit with any amounts in excess of the deposit being due at the end of the meeting. Unpaid fees due and any damage or excessive clean-up costs will be billed to the organization/individual reserving the room. Any unpaid fees due 30 days after mailing of a bill to the organization/individual reserving the room will be entered into our circulation system as due from the individual who reserved the room.

Fees are listed below and include set-up and clean-up time. Groups reserving meeting rooms for more than one meeting a month during library hours will be assessed a reservation fee of \$10.00 per meeting for each additional meeting.

The following is a list of the maximum occupancies and fees for the Community Room, Small Group Meeting, and other meeting rooms available to be reserved at the library:

Maximum Occupancy	Room Size	Hourly Fee	Room Designation
102	34' x 44'	\$25	Community Room
16	10' x 24'	\$15	Small Group Meeting Room #1
16	10' x 22'	\$15	Small Group Meeting Room #2
18	17' x 20'	\$15	Meeting Room/Computer Lab #1
18	17' x 20'	\$15	Meeting Room/Computer Lab #2
43	17' x 40'	\$15	Meeting Room/Computer Lab #1&2
20	12' x 26'	\$15	Library Board Room

COMMUNITY ROOM USE POLICY (including 2006 revision)

V. COMMUNITY ROOM USE

a. Purpose of the Community Room

The Speer Memorial Library strives to provide library services to all citizens. Providing meeting room space is part of that service. It is appropriate for the library to limit access to the meeting room, but it is not proper to apply such limitations in ways which favor point-of-view or organizations advocating certain viewpoints. The library may also properly limit the use of the meeting room to meetings which are open to the public or may make space available for both private and public sessions.

The room is not available for the following purposes: business and corporation sales or promotional meetings, partisan groups, religious meetings, or social affairs such as bridal and baby showers, card clubs, or receptions of a personal nature. Business seminars of interest to the general public may be held. Other groups may be scheduled at the discretion of the library Director with the concurrence of the Library Board. The holding of a meeting does not mean that the library endorses the purposes and policies of the group using the meeting room.

The library maintains the right to deny the use of the meeting room. The library will make every effort to honor room reservations, however, it reserves the right to move the group to another available area in the building, if necessary.

b. Use by Community Organizations

The meeting room is available on reservation to groups whose purposes are civic, cultural, or educational. Programs must be directed to general public participation. Meetings of non-library organizations may not be held for purely social functions. No charge of admission may be made for programs or meetings held in the rooms except for registration fees. No sales of any kind may be made except for those of specific benefit to the library. Groups may take normal collection of dues.

Organizations may not use the address of the Speer Memorial Library.

c. Fee Schedule:

The meeting room may be used free of charge during library hours for meetings of any group or community organization whose purpose is educational or cultural and whose meetings are directed to general public participation.

If permitted by the director, the above groups may hold meetings that are not open to general public participation. In this case they will be assessed an appropriate hourly fee - including set-up and clean-up time - payable to the Speer Memorial Library. (Revised 2006)

Groups or community organizations wishing to reserve the room for more than one meeting a month during library hours may be assessed a reservation fee of \$10.00 per meeting for each additional meeting, payable to the Speer Memorial Library, at the time of scheduling.

Fees will be waived for any meeting that is co-sponsored by the library.

Groups or community organizations permitted to reserve the room during non-library hours will be required to pay a fee, payable to the Speer Memorial Library, as reimbursement for library staff time and other operating expenses. All meetings must end by 10:00 p.m.

Rooms may not be scheduled on City or Library holidays.

A fee may be assessed if extra custodial services are required. (Revised 2001)

d. Room Reservations:

Reservations for the meeting room may be made at the library through the director or secretary. The room will be reserved in the order in which requests are received.

Reservations should be made early enough to assure adequate time for planning by the library staff.

Reservations for organizations, either during or after business hours, once they are received and confirmed, will be honored. Any applicable fees must accompany the reservation request.

All reservations must include the name and telephone number of a contact person.

e. User Responsibilities:

The contact person is responsible for all clean up, any loss or damage, and for rearranging furniture as he/she found it.

The room and Kitchen (if utilized) must be clean. All display material must be removed at the end of each meeting. Litter must be disposed of properly.

Materials may not be fastened to the walls, except where provided for by the library.

At the time the meeting room is reserved, all requests must be made for use of the VCR, TV, overhead projector, or other equipment.

Organizations are responsible for any refreshments. Light refreshments may be served, but may not be taken into other areas of the library. No meals may be prepared or served. No use of tobacco or alcoholic beverages will be permitted on the premises. However, wine may be served on special occasions with the approval of the library board and city council. Noise which disturbs the normal functions of the library will not be permitted.

The library cannot accept telephone calls for individuals who are with groups in the meeting room unless there is a medical emergency.

The user organization accepts liability and responsibility for any damage to person or property arising from the use of the facilities. (approved by city council 5/15/90)

Notes on calculations for after hours fees in 1994 Revision:

(TSL-# = Texas State Library Annual Report - Item number)

Formula for Library Staff Time:

$$\begin{array}{rcl} \$ \text{ for Staff} & \text{(TSL-3)} & \\ \hline & & \$250,311 \\ \text{Staff Hours (12staff*2080/yr)} & & 24,960 \end{array} = \frac{\$250,311}{24,960} = \$10/\text{hour}$$

$$\$10/\text{hour} * 1.5 (\text{overtime}) = \$15/\text{hour Library Staff Time}$$

Formula for Other Operating Expenses:

$$\begin{array}{rcl} \text{Operating Expenses} & \text{(TSL-11)} & \$48,473 \\ \hline & & \\ \text{Hours of Operation} & \text{(TSL-57)} & 3,128 \end{array} = \frac{\$48,473}{3,128} = \$15/\text{hour}$$

$$\text{Staff Time} + \text{Operating Expenses} = \$15 + \$15 = \$30/\text{hour} \quad (\text{fee for each hour or portion thereof})$$