

Conference Room Policy

The Conference Room Policy establishes general guidelines and procedures for the use of the library's conference room. The Library Director or designee is responsible for implementing this Policy and for maintaining reservation lists. While these guidelines and procedures are intended to be comprehensive, other guidelines and rules may be identified and enforced, on a case-by-case basis, as the Library Director deems necessary under specific circumstances, as they may arise. The library reserves the right to revise this Policy, as it deems necessary from time to time.

Use of the library conference room by any group signifies acceptance of the terms of this policy.

GENERAL GUIDELINES:

1. The Conference Room is designed to meet general, non-commercial, informational, educational, cultural, and civic needs including activities such as discussion groups, panels, lectures, conferences, and seminars.
2. The Conference Room is available free of charge to all non-profit groups.
3. Use of the room does not constitute the library or County of Refugio endorsement of materials, opinions, or viewpoints of attendees or participants.
4. All activities held in the room must be free and open to everyone, unless state law provides otherwise.
5. Solicitation, admission or other charges, money raising activities, and/or sales are not allowed. This guideline is waived for all library related programs or library fund raising activities.
6. The conference room may not be used for social gatherings such as showers, birthday parties, dances, family reunions, etc.
7. The room may not be used for religious services or political rallies or campaigns for specific partisan political issues or candidates (however, forums and study groups are permitted).
8. The room may not be used to provide any kind of direct healthcare services, including examinations, hands-on demonstrations, or treatments (however, the sharing of information about healthcare services is permitted).
9. County or library needs may preempt any other scheduled event.
10. Persons attending meetings on library property are subject to all library rules and regulations.
11. Food, beverages, smoking, and tobacco products are not allowed.
12. Meetings of individuals under the age of 18 years of age must have an adult sponsor present.
13. Children must be supervised by an adult at all times.
14. Comfortable seating capacity is 16; extra chairs are available.

RESERVATIONS:

1. Conference room is only scheduled if a current and approved conference room application is on file at the library.
2. Use of the conference room is granted on a first-come, first-served basis.
3. Reservations must be made at least two days in advance of the date needed.
4. Conference rooms are scheduled for use during library operating hours, with the exception of Library sponsored events, and must be vacated prior to the library's closing time.
5. The conference room is closed on Saturday and Sunday, official County of Refugio holidays and other designated dates.
6. Notice of cancellation should be made as soon as possible.
7. A copy of the rules will be provided with the application for conference room use, and an acknowledgement form will be kept on file at the library.

CARE AND USE OF FACILITIES:

1. Organizations and their representatives are responsible for their own set-up and cleaning of the room. (Chairs are available, but no set-up or take-down will be provided by the Library).
2. Please leave the room as you find it.
3. Furniture and/or equipment from the main area of the library may not be brought into the conference room.
4. Personal furniture/equipment may be provided by a group with prior approval brought in at time of use.
5. Attachments to the ceiling, walls, floors or furnishings are not allowed.
6. The Library and county will not be responsible for materials, equipment, supplies or the personal effect of those using the conference room.
7. No announcements to publicize an activity may be posted or distributed without prior approval from the Library Director.
8. Any promotional materials, pictures, or paid advertisements by groups using the conference room must include a statement indicating that the program or activity is not sponsored, co-sponsored or endorsed by the library or the County of Refugio.
9. The individual making the reservation, as well as the group as a whole, will be held responsible for any and all damages and losses that may occur as a result of the use of the conference room.
10. Permission to use the room will be withheld from groups failing to comply with the Conference Room Policy and from any group that damages the room, equipment or furniture or causes a disturbance.
11. The Library Director, or designee shall have the authority to end meetings and/or clear/close the room, as deemed necessary, to protect the health, safety and welfare of individuals and property, and to maintain proper use of the facilities.
12. The conference room will be inspected after the function, or the next morning.