

Nancy Roberts Meeting Room Policies:

- 1)** The Nancy Roberts Meeting Room of the Corsicana Public Library exists primarily for the use of the Library for conferences, meetings, activities, and programs related to its services.
- 2)** Programs sponsored or co-sponsored by the Library or by a Corsicana City department take precedent over all other programs. Programs sponsored or co-sponsored by the Library are exempt from charges. Corsicana City sponsored programs are generally exempt from charges.
- 3)** Meetings of all groups must be open to the general public. Publicity statements must not imply that attendance is limited to group members, or that the library endorses the group or its views.
- 4)** Standing reservations shall be considered only in those instances in which the group/meeting/activity is co-sponsored by the Library.
- 5)** As a part of its service programs to the community, the Library will make the Nancy Roberts Meeting Room available to other local institutions, organizations and groups of civic, cultural and educational/informational nature and individuals when the room is not scheduled for library and city-related activities.
Individuals wishing to use the room for private parties are not included in the above purpose. Use of the meeting room by individual(s)/groups is subject to certain usage regulations, fees, and charges.
- 6)** The meeting room will not be used for profit or commercial purposes, or to promote doctrinal or political agendas. The Library reserves the right to request a written clarification regarding the organization/group and/or its intended use of the multipurpose room.
- 7)** Access to the meeting room will not be permitted to groups that practice, profess or have as their policy (official or unofficial), discrimination against persons on the basis of sex, race, religion, color or national origin; nor shall access be permitted to groups affiliated with organizations which practice, profess, or have such policies of discrimination.
- 8)** The Library reserves the right to have a staff member in attendance at any meeting held within the library at no charge to the library.
- 9)** No admission charge, dues, sales, or free-will offerings shall be made or required for participation in any meeting or function held in the Library's meeting room. Exceptions are fees for courses or classes that may be given to instructors or for admission charges that cover direct costs of holding the meeting. These exceptions must be approved with the Library Director before meeting room reservations will be accepted.
- 10)** Library equipment is not available for use by individual(s)/groups reserving the meeting room.

- 11)** Setup, cleanup, and takedown of meeting rooms is the responsibility of the individual(s)/group reserving the room.
- 12)** All reservations are subject to cancellation in those instances where the Corsicana Public Library or Corsicana City may require the room for its purposes. In such cases the Library staff shall notify the applicant at least 36 hours prior to the scheduled use.
- 13)** Organizations, groups, or individuals who fail to comply with all policies and procedures of the Corsicana Public Library, who fail to pay assessed fees and charges, who damage furnishings, or who cause disturbances shall be ineligible for use of the facility in the future.
- 14)** Reservations shall be accepted only from individuals 18 years of age or older. Reservations may be made either in person, by the telephone, e-mail, or fax at least 14 days prior to the proposed use date and no longer than 90 days prior to the proposal use date, unless approved by the Library Director.
- 15)** The applicant shall be responsible for notifying the Library in writing and delivering this notification to the Library staff at least 48 hours prior to the use date in the event that a meeting or the use of the room is canceled. Charges may be refunded if the program is canceled and the Library is notified prior to the use date. If the Library is notified after 48 hours prior to the use date, no fees will be refunded. Exceptions to this policy may be granted by the Library Director for special considerations or circumstances.
- 16)** The fee for each hour or partial hour that the Nancy Roberts Meeting Room is booked and used is set by Chapter 13, *Municipal Fees*, of the Corsicana City Code of Ordinances. Current use fee is \$15.00 per hour payable prior to the use of the meeting room by either cash or check made out to the Corsicana Public Library.
- 17)** Light refreshments, finger foods and sack lunches may be served. Catered meals are not allowed. Only non-alcoholic beverages may be served. All food is to be served in the Meeting Room only and groups are asked to assure that members do not carry food or drink into the Library. Groups serving food are responsible for making certain that the Meeting Room is clean and that all food items and their containers are placed in appropriate trash containers.
- 18)** The Pianos located in the Nancy Roberts Meeting Room are very old and have historical significance to the Library. Permission to use either of the Pianos must be granted by the Library Director. Generally only those individuals allowed to use these pianos will be giving a recital in the Meeting Room.
- 19)** The Library Director retains final authority for the implementation of these policies.

Approved by the Library Board on 09/24/2012