

SECTION 16 - MEETING ROOM USE

Section 16.1: Meeting rooms in the Bulverde Area Rural Library District are primarily used for library programs and events, but are sometimes available for small community centered or not-for-profit/non-commercial group meetings having no charge events. Any issues not covered in Library policies will be resolved by discussion with the Facilities Manager and the Library Director. The safety and security of our staff and patrons are a factor in determining how the rooms will be used.

Section 16.2: To request library meeting room use, interested parties must agree to the rules in this policy and fill out a Meeting Room Request form online. Requesters must be over 18 years of age and an MFPL card holder. The Facilities Manager will follow up by email.

Section 16.3: A refundable deposit will be required of individuals or groups using the meeting rooms. The individual making the reservation, as well as the group as a whole, is responsible for damages that result from the group's use of the meeting room.

Section 16.4: These rules may be revised at any time without notice. Smoking is prohibited on Library property.

Section 16.5: Prohibited Use of Library Meeting Rooms

- The Library cannot accommodate private parties, social events, and/or religious services.
- Entities may not use the rooms for events to solicit money or another thing of value, charge admission, or sell, or advertise for sale, goods or services.
- Fundraising or educational events for local non-profit entities may be considered on a case to case basis.
- Alcohol may not be served in the meeting spaces without approval from the Library Director.

Section 16.6: Community and Not-for-Profit/Non-Commercial groups, who are not selling products or services, may be approved to use a meeting room during library hours, once per month, subject to room availability and Library scheduling constraints, for educational, civic, cultural or intellectual pursuits. Such use is generally limited to groups with fewer than 30 people and requires advance notice.

All advertising for Community and Not-for-Profit/Non-Commercial group events must include the statement: "*This event is not affiliated with or sponsored by the Bulverde Area Rural Library District or Mammen Family Public Library.*" The library's phone number should not be given out as a contact for inquiries about the event.

The Library reserves the right to reschedule an event in case of emergency or unforeseen circumstances.

Section 16.7: Tutors are welcome to tutor in shared library spaces, if they can do so without disturbing others, or may use a walk-in Study Room per Library Study Room policy (see below) and availability. Tutors are limited to working with three students or fewer at a time.

Section 16.8 Study Rooms are available for walk-in use only by groups of 6 or less. These rooms cannot be reserved in advance.

- You must sign the Sign-up Sheet on the door before using the room
- There is a (2) two-hour time limit for room use
- If no one has signed up after your (2) two-hour time limit, you can sign up for another (1) hour time frame
- If you fail to sign in on the Sign-up sheet, you may be asked to leave the room if another person has signed up for a room