

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 may be approved for use, subject to availability, once per month, for small community centered or not-for-profit/non-commercial groups having no charge meetings. Such use is generally limited to groups with fewer than 30 people and requires advance notice.

Use of the Library's meeting rooms does not constitute Library or Bulverde Area Rural Library District endorsement of viewpoints expressed by participants in the meeting. Advertisements or announcements implying such endorsements are not permitted. Public meetings held in the Library are not sponsored by the Library unless agreement to such sponsorship, or co-sponsorship, has been provided in writing by Library Administration prior to scheduling of the meeting room. Unless sponsored or co-sponsored by the Library, publicity for public events held in the Library must not imply sponsorship by, or affiliation with, the Library and must contain 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. A sample of the literature must be received prior to distribution for approval by Library Administration. Public Policy

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 and comply with the rules in this policy and fill out a Meeting Room Reservation request on the library calendar page. Requesters must be over 18 years of age and an MFPL card holder in good standing. Small community groups and non-profit/not for profit groups must be located within the District Boundaries.

Section 16.3: A refundable deposit of \$100 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: Unacceptable Use of Library Meeting Rooms

- Meetings that directly support a political issue or candidate
- Political campaign events
- Weddings and/or showers
- Family reunions
- Individual and private parties
- Banquets

- Dances
- Commercial uses, i.e. where personal or business profits are the chief aim of the meeting or event
- Religious services

Fundraising or educational events for local 501(c)3 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.

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

Section 16.6: 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 16.7 Study Rooms are available for walk-in use only by individuals or groups of 6 or less. These rooms cannot be reserved in advance.

The study rooms can be used by a patron or group for a maximum of 4 hours per day with the following limitations:

- A person or group must sign up with a staff member to use the room prior to use
- The initial period of time scheduled for room use will be for up to 2 hours per registrant
- If no one else is waiting to use the room, the registrant can request a staff member extend their
- room use for an additional hour, for a max 4 hours total use per day
- The 4 hour max may be used at different times during the day, it is not required to be contiguous