

## CONFERENCE ROOM POLICY

Adopted by The Colony Public Library Board 03/00  
Revised 08/00; 01/11; 07/15

I. The Conference Room in The Colony Public Library is provided primarily for Library-sponsored or co-sponsored activities, such as toddler times, educational classes, book reviews, discussion groups, exam proctoring, and Library-related meetings.

II. Library activities have first priority in scheduling of the Conference Room.

III. Other uses:

A. As part of the Library's service program, the Conference Room may be reserved for use by other City of The Colony departments or other governmental agencies.

1. Reservations are taken on a first-come basis.

2. The Conference Room is available only during the Library's regularly scheduled hours. Meetings shall be brought to a close and cleanup completed by the Library's closing hour. The only exception will be if the use is by a City of The Colony department, in which case a staff member of that department must be in attendance throughout the meeting and must take responsibility for securing the facility.

3. The Library does not handle publicity. Copies of any publicity materials should be furnished to the Library for posting. Neither the name nor address of The Colony Public Library may be used as the official address or headquarters of an organization, other than the Friends of The Colony Public Library-

4. Library staff is not responsible for arranging furniture. No additional furniture or equipment other than that provided by the Library is to be brought in or used without prior approval of the Library Director. No physical changes may be made in the room except for the rearrangement of furniture. Items on display may not be disturbed. No items may be attached in any manner to the walls, doors, or ceilings. Use of the Library's AV equipment may be requested; library staff will provide instruction in the use of the equipment. The room must be left in its original condition and clear of trash and personal belongings.

B. When not in use by the Library, a City of The Colony department, or other governmental agency, the Conference Room may be used for individual or group study on a first-come, first-served basis. No reservations will be taken for this type of use. Use will be limited to a maximum of two hours per session; extensions may be granted if no one else is waiting to use the room. The Library reserves the right to give or withhold permission for such use.

IV. No admission charge or sales shall be made or required for participation in any meeting or function held in the room unless monies are for the Library's benefit. The only exception will be Library co-sponsored courses which may require a nominal fee for the expenses of the course.

V. The Director of The Colony Public Library is empowered to make decisions regarding the availability and use of the room. The Library Director may delegate authority to approve room use requests in accordance with this policy.

VI. Exceptions to policy:

A. Requests for exceptions to this policy must be submitted in writing at least 30 days prior to the requested usage. Consideration of and subsequent decisions to such requests shall be made by the Library Director.

B. An unfavorable decision may be appealed to the Library Board, City Manager, and finally to the City Council.