

Meeting Room Policy & Agreement Conference Room/Room of Requirement

General Guidelines

- The library's meeting rooms available with payment of non-refundable usage fees to any group or nonprofit organization.
- Use of the meeting rooms does not constitute Library or City of Wichita Falls endorsement of viewpoints expressed by participants. Advertisements or announcements implying such endorsement are not permitted.
- No group may use the Library address as its own mailing address or as its headquarters in any advertisement.
- To reserve the room(s) for consecutive weekly use, an individual or group must apply in writing for an extended reservation privilege.
- Solicitation, admission or other charges, money-raising activities and/or sales are not allowed.
- Program and meeting needs of the Library or City may preempt any other scheduled event, and will take precedence.
A reservation may be cancelled to accommodate City or Library needs.
- Meetings must be held during regular operating hours of the Library.
- Groups that include children must provide adequate adult supervision at all times.
- Meeting rooms will not be scheduled for social events and/or private parties.
- Tobacco and/or e-Cigarette use and alcoholic beverages are prohibited.
- Kitchen facilities and equipment are unavailable. Food is not allowed in the Conference Room. Light refreshments may be consumed in the Room of Requirement, but only with prior approval.
- Individuals and/or groups making reservations will be held liable for any and all damages that occur as a result of use of facilities.
- Permission to use meeting room may be withheld from groups failing to comply with the Meeting Room Policy and/or from any group that damages the room, floor, equipment, or furnishings, or, causes a disturbance.
- Groups using meeting rooms agree to indemnify and hold harmless the Wichita Falls Public Library and the City of Wichita Falls, its agents and representatives, from any and all suits, actions, claims, or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the room, its furnishings, or equipment.

Reservations

- Reservations must be made by an adult with a photo ID.
- Reservations for rooms may be made in person, by telephone, or by email.
- Reservations are not final until payment is received. Payments are non-refundable.
- A Meeting Room Agreement must be signed by the individual making the reservation.

Care & Use of Library Conference Room

- Meeting room set-up is the responsibility of the user group. Items to be displayed cannot be taped or tacked to walls or furnishings.
- Meeting room must be left as found; rearranged furniture must be returned to original placement.
- With prior notification, a group may provide personal furniture, equipment and/or displays. Arrangements should be made at the time of scheduling. The Library assumes no responsibility for any personal furniture, equipment, materials, or items. The sponsoring group must provide necessary supervision or security.
- Library staff will not aid in furniture and/or equipment arrangement, nor will it accept deliveries of such.
- Groups with monthly, or recurring, reservations may not store equipment and supplies in meeting room for future use.
- Exits must remain unlocked and unobstructed at all times.
- Announcements or notices to publicize a meeting may not be posted in the building without prior approval from Library Administration.
- **ALL** trash must be placed in the provided trash can. Failure to return room to prior state may result in the cancellation of future reservations, or denial of access.
- Capacity and fees for the meeting rooms are as follows:
 - **Conference Room** – 12 people - \$10 per hour (Effective 1/2/18)
 - **Room of Requirement** – 25 people - \$20 per hour (Effective 1/2/18)

Signing a Meeting Room Agreement, and/or use of the Library meeting rooms by any group, signifies acceptance of the terms of this policy.

**Wichita Falls Public Library
Meeting Room Agreement**

Date & Time Requested

Room Requested (Conference Room or Room of Requirement)

Organization Name

Responsible Party

Mailing Address

City

State

Zip

Telephone

Library Card # (if applicable)

Purpose of Meeting

Expected Attendance (Maximum 12 Conference or 25 for Room Of Requirement)

Read and sign the following statement:

_____ (**Organization Name**) agrees to indemnify and hold harmless the City of Wichita Falls, its agents and representatives, from any and all suits, actions, claims, or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the room, its furnishings or equipment. The organization understands that it and the responsible party agree to accept responsibility for the condition of the room and liability for any charges incurred through damages to the room, its furnishings, fittings, etc., as a result of its use by the organization.

Signature of Responsible Party

Date

For Office Use: Date Received _____

Initials of Staff Member Making Reservation _____

Fee Paid _____

