

Calhoun County Public Library System

Meeting Room Facilities Use Rules and Regulations

1. The meeting room is available for use by clubs, groups, and other nonprofit organizations engaged in educational or cultural activities. Public use may likewise be granted for special affairs when approved by the Library Director. In the absence of the Library Director, approval may be granted by the Chairperson of the Library Board and, in their absence, approval may be granted by the County Judge.
2. Library sponsored programs and training receives first priority and county, city or library needs may supersede any scheduled event. If changes or cancellations are necessary, the library will provide as much notice as possible.
3. No dues, fees, donations or solicitations of any kind are permitted. The sale of an author's books during a book signing event is allowed. Library sponsored events for the purpose of raising funds for the library is allowed.
4. The County shall provide the necessary forms for application for use of the facilities and all applications shall be made to the Library Director.
5. Reservations of the meeting room must be made by an adult (18 years or older). Groups or individuals under the age of 18 years must have an adult sponsor present.
6. The Library Director shall schedule all meetings and shall post the schedule of meetings in a public area in the library.
7. Meetings will not be scheduled before or after library hours unless approved by the Library Director.
8. Requests for the use of the meeting room must be made in person or by email by completing a Meeting Room Reservation Form. This form must be submitted to the Library Director one week in advance of the date requested and receive approval of the Library Director. Opening times and lockup times should include allowances for setup and cleanup.
9. The library must be notified immediately of cancellations or of any changes.
10. Each sponsoring organization must provide its own supplies (refreshments, utensils, cups, projectors, PA. system, etc.). The meeting room has 50 chairs.

11. The organization reserving the room is responsible for the library meeting room arrangement and returning the room to its original arrangement.
12. No County grounds or facilities shall be used for any unlawful purpose, or for any commercial profit-making enterprise. No group or activity shall cause a disturbance of the peace, or result in damage to the building, furniture, floors, or the adjacent grounds. The Library Director, the Chairperson of the Library Board, or the County Judge shall have exclusive right to deny access to those persons or groups who would tend to create a disturbance. However, there shall be no discrimination against any legal minority, whether race, religion, national origin or otherwise.
13. Smoking, open flames, burning incense, and lit candles are not allowed. No alcoholic beverages are permitted on library premises.
14. Any sponsoring organization using the facilities shall execute a release and indemnify the County from any damage to property or injury to any person arising out of the use of the facilities. Failure by the responsible party to pay for all damages occasioned by them in their use of the facilities may bar them from all future use of the facilities.
15. Any organization, company or individual who willfully destroys or defaces the property in any way will be barred from use of the facilities by order of the Calhoun County Commissioners Court.
16. A copy of the rules and regulations shall be provided to each user along with an application form. The user shall read the rules and regulations and shall comply with these rules and regulations.
17. Any organization, company or individual who fails to abide by any of the rules and regulations shall forfeit the right of future use of any of the facilities and shall be subject to liability as described by these rules and regulations or as otherwise provided by law.

Library Board approved 3-18-96

Library Board approved (revised) 7-7-11

Commissioners' Court approved 8-10-11