



### *Supervisory Staff*

- Ensures that library staff is trained in meeting room policies and procedures.

### *Meeting Room Users*

- Organizations and individuals who use the library meeting rooms understand and acknowledge that they are guests of the library and that their ability to use library facilities is at the discretion of the management of the library and the City of Lubbock.

## **Procedures:**

### **Reservations**

- The needs of the City of Lubbock and the Lubbock Public Library take precedence and therefore have the right to pre-empt any other event.
- The use of the library's meeting rooms does not constitute the endorsement by the library or the City of Lubbock of viewpoints expressed by participants in a particular program. Advertisements or announcements implying such endorsements are not permitted.
- Requests for meeting rooms may be made in person, in writing, by telephone, by email, or through the online reservation system. Requests are honored on a first-come, first-served basis. Requests should include the name of the organization, the name of the responsible party, contact information, and the number of people expected to attend. Requestors should read and accept the conditions of the meeting room policy.
- Organizations meeting on a repeat basis may not reserve meeting rooms more than 90 days in advance. Organizations are limited to reserving library meeting room space to one time per month.
- Notice of cancellations should be made at least 24 hours in advance.

### **Mahon Library Community Room and Conference Room**

- Meetings may not be scheduled before or after library hours. Group representatives may not enter, nor will deliveries be accepted, before the library opens. All meetings should conclude 15 minutes before the library closes.

### **Branch Libraries**

- Meetings may be scheduled before or after library hours. Deliveries are not accepted before regular library hours. The library requires that meetings end and the premises vacated by 11:00 p.m.
- Groups are not allowed to transfer a reservation to another group.

### **Restrictions**

- Meeting rooms may not be reserved for social gatherings such as birthday parties, showers, dances, etc.
- All programs are open to the public per the Library Systems Act and Rules for Administrating the Library Systems Act. Admittance fees may not be charged, and the sales of services and/or goods are not permitted. Sales of publications may be permitted relating to author visits or other library programs.
- Unlawful activities are prohibited.

### **Care of Facilities**

- Meeting rooms should be left in good condition. If the furnishings are rearranged, they should be returned to the original arrangement before vacating the premises.
- Furniture and/or equipment from the main area of the library may not be brought into meeting room space.
- Equipment, supplies, or personal effects may not be stored or left in meeting rooms before or after use.
- Open aisles must be maintained within the seating arrangement to provide clear access to exits.
- No additional library furniture or equipment is available for use. Arrangements for the use of any personal furniture or equipment should be made when the room reservation is made.
- Smoking is not permitted in the meeting rooms or in the library.
- Any announcements or notices to publicize an activity should not be posted or distributed without prior approval from the library director.

- Attendance at meetings and programs will be limited to the capacity of the individual meeting rooms listed. Seating and/or supplementary furniture are not allowed in the corridors outside the meeting rooms.
- The contact person making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the facilities.
- Permission to use library meeting rooms may be withheld from groups failing to comply with the Meeting Room Policy, and from any group that damages the room, carpet, equipment, or furniture, or any group that causes a disturbance.

**Serving of Food/Drink**

- Light refreshments including coffee, doughnuts, box or sack lunches, catered meals, and covered dish meals may be served. The library does not provide food preparation equipment. Minimal kitchen facilities are available at Mahon and Godeke only. Items stored in the cabinets are for library use only.
- Kitchens must be left clean and in good order.
- Alcoholic beverages are not allowed.

**Available Meeting Rooms, Occupancy Limits, and Library Hours of Operation**

- Occupancy limits are set by the Lubbock Fire Marshal’s office.

**Mahon Library, 1306 9<sup>th</sup> Street**

Conference Room		20 people
Community Room		100 people
Kitchen facilities available		
Hours:	Monday – Wednesday	9 a.m. to 9 p.m.
	Thursday – Saturday	9 a.m. to 6 p.m.
	Sunday	1 p.m. to 5 p.m.

**Godeke Branch Library, 6601 Quaker Avenue**

Community Room	70 people
Kitchen facilities available	

**Patterson Branch Library, 1836 Parkway Drive**

Community Room	60 people
Family Learning Center	15 people

**Groves Branch Library, 5520 19<sup>th</sup> Street**  
Community Room

60 people

Hours:                   Monday – Tuesday                   noon – 9 p.m.  
                                  Wednesday – Saturday               9 a.m. – 6 p.m.

**Keys**

- The key necessary for access to the branch library meeting rooms during hours the library is closed is available with a \$25 deposit, which will not be returned if the key is lost.
- Identification must be presented to obtain a key.
- The key may be checked out the day prior to the meeting and returned by 5 p.m. the first business day following the meeting. A late fee of \$5 per day will be charged.
- Meeting room keys are not transferable between individuals or organizations.

**Room Use Fee**

- There is a charge of \$25 for usage of the library meeting rooms. This fee is charged for each day the room is reserved.

**Checks and Balances:**

The Library Director ensures that the meeting room policy and procedures are applied uniformly through training and observation of the online reservation system.