

TGC Library Community Room Policies

Available Facilities and Equipment

The Library Community Room is a 3,000 square foot space located on the third floor of the Library at 33 W. Beauregard. The space holds up to 542 people without tables and chairs. There is a designated elevator and staircase outside of the library proper for access to the space.

Use of the room offers the following:

- digital projector
- 60" screen
- 36 tables (70"L by 30"W)
- 250 chairs
- Microphone & Sound System
- Wireless PowerPoint presenter

Hours of Use

The Community Room may only be scheduled for use during regular Library operating hours and must end 30 minutes prior to closing. Library hours are:

Monday - Thursday	9AM - 9PM
Friday	9AM - 6PM
Saturday	9AM - 5PM
Sunday	Closed

The Community Room may be used after Library hours with permission of the Community Room Coordinator.

Who may use the Community Room?

The Community Room is available free of charge for public gatherings of a civic, cultural or educational character. The Community Room is also available for a fee for private events and for-profit organizations. Please see fee schedule for more information on private events.

The Community Room is not available for: political campaigns, religious organizations, or commercial purposes. The Library's Community Room is not available for long-term on going use, or meetings scheduled on a regular reoccurring basis.

No admission fee, registration fee, donation or monetary solicitation may be sought from meeting attendees, and all events must be open to the public, unless event is co-sponsored by the Library.

Library programs and meetings have first priority for use of the Community Room. The Library reserves the right to schedule and make room assignments according to the Library's needs. Additionally, the Library reserves the right to alter room schedules according to the Library's needs. In general, the Library allows groups to reserve the Community Room on a first-come, first-served basis or (in case of conflict) according to the following order of priority:

- **Library Programs and Meetings**—which involve efforts of Library staff, Library Board, Friends of the Tom Green County Public Library.
- **Programs and Events** that are library related and/or that are of educational or cultural value related to the mission of the library.
- **Local Government Meetings/Programs**—official meetings or programs of Tom Green County.
- **Events or Programs of Civic and Social Organizations**—open to the public. Priority will be given to Tom Green County organizations.
- **Private Events**---Please see rental fee schedule on Page 4.

How to reserve the Community Room

Organizations wishing to use the Community Room must fill out an Application for Use of Community Room. The application can be found online at www.tgclibrary.com and in the administrative offices of the Library located on the 2nd floor. Turning in an application does not guarantee use of room. The Community Room Coordinator will contact you to schedule your event.

Applications can be mailed, e-mailed, or made in person at the location where meeting is to take place at least 2 weeks in advance to the event date requested. If the application is approved, all paperwork must be completed and turned back in at least 1 week before the event.

Applications will be considered for occasional use only. The Library Community Room is in high demand for Library events/programming, its primary purpose. Non-library affiliated/sponsored groups/organizations will not be allowed to use the Library's Community Rooms for long-term on going use, or meetings scheduled on a regular reoccurring basis.

The Library reserves the right to determine whether a proposed use of facility is appropriate and to withhold permission for such use. The Library also reserves the right to determine the charges and conditions for community use of Community Room and space.

Rooms will not be available for use by groups or individuals that have demonstrated unreliability in meeting Library requirements and/or in scheduling meetings.

Use Guidelines

Fire regulations concerning room capacity and access to exits must be observed. Emergency exits, exit signs, or doors may not be blocked at any time during an event. Library rules of conduct must be observed at all times. The Library Code of Conduct can be found on the TGCL Website, or a copy can be requested at the reference desk. Groups/individuals failing to comply with all Library and county regulations may be subject to removal from the Library's premises.

The TGC Library is a tobacco free facility. Smoking, or the use of any other tobacco products will not be allowed anywhere in the library facility.

Programs or meetings may not disturb the use of the Library by other patrons.

The organization is responsible for the set up and take down of all tables and chairs for their event.

Competent operators must be provided by groups or organizations using library audio-visual equipment. Library staff is not available to provide assistance with the equipment during the meeting.

The Library reserves the right to have a staff member present at any event.

Clean Up and Inspection

After the meeting, a representative of the organization must fill out a Community Room Checklist, and then return the list and the audio/visual equipment bag into the designated library staff member. The room must be left in the condition it was found. The organization is responsible for cleanup of the room including the removal of decorations. All tables and chairs must be stacked properly and put back in the storage closets after event. All tables must be wiped clean before they are put on table dollies. Cleaning supplies will be provided by the library, and will be located in the kitchen cabinets. All trash must be picked up and put in trash receptacles. Trash cans and trash bags will be provided by the library, and library personnel will dispose of trash bags after event is complete.

Food and Drink

Food will be allowed in the Community Room. There is a small warming kitchen available for caterers. Drinks must be in closed containers. Alcohol is not permitted in the Community Room.

Press and Publicity

The Tom Green County Library's name is not to be used in any promotional or public relations effort connected with an event except to describe the location of the event. The library name may only be used if the library is co-sponsoring the event.

Decorations

Signs and decorations are allowed in all areas of the third floor Community Room. Signs and decorations outside the third floor are only permitted with previous consent from the Community Room Coordinator. The user is liable for the care and protection of Library property and facilities, and shall be charged for any damages sustained to the premises, furniture, or equipment during use. Signs, decorations, and display materials must be erected and removed in a manner not destructive to property.

Damages

The organization is responsible for cost of all repairs incurred due to misuse of the facility and/or equipment leading to damage by the organization or participants in the events. The library has the right to determine the cost for items that are damaged.

Rights and Responsibilities of the Library

The library will not be responsible for any damage, loss or injury to any person or property resulting from or in any way related to the use of the library, whether or not occurring during a function held under the terms of the Use Guidelines, and each lessee releases the library from

any and all such claims for damages as part of the consideration for its use of the library and its facilities.

The library and its staff reserve the right to enforce all rules and regulations stated in the Use Guidelines. Infractions of any policy stated in this agreement may result in expulsion from the premises and/or inability to reserve space at Tom Green County Library in the future.

Rental Fee Schedule

Third Level - Sugg Community Room
Four Hour Use - \$50.00 per additional hour

Up to 80 people	
Includes use of Tables and Chairs	\$200.00
With food service	\$300.00
Up to 150 people	
Includes use of Tables and Chairs	\$250.00
With food service	\$400.00
Up to 250 people	
Includes use of Tables and Chairs	\$350.00
251 to 540	
Includes use of Tables and Chairs	\$500.00
Ceremony Only (max 2 hours)	\$100.00
Small Group Meetings (10-20)	
Half Day (4 hours)	\$75.00
Full Day (8 hours)	\$150.00
Security Deposit	\$100.00

The library requires a \$100 security deposit returnable upon completion of post-event inspection. If any damages are noted upon post-event inspection then all or partial security deposit monies will be retained by the library for repair costs. Should cost of damages exceed amount of security deposit, the lessee will be responsible for cost of all repairs incurred due to misuse of the facility and/or equipment leading to damage by you or your guests. The security deposit will also be forfeited if the room is not properly cleaned and tables and chairs are not properly put away.