

3.10 Meeting Room

This policy establishes guidelines and procedures for the use of the library’s meeting rooms. The Director is responsible for implementing this policy and for maintaining reservation lists.

- Meeting rooms are to be left clean and ready for the next user. Tables and chairs are available in each room. Setting up and breaking down the furniture arrangement is the responsibility of each group.
- Events may not extend beyond the meeting room(s). Use of other areas of the library including the hall, parking lot, courtyard or any other public area is not allowed. For the safety of our customers, the library discourages use of surrounding public streets and roadways for parking.
- The City of Pflugerville and the library reserve the right to preempt any other scheduled event in order to effectuate official City business or the operation of the library.
- Uses of a meeting room which will substantially interfere with the operation of the library, such as those uses that produce excessive noise, a safety hazard, or a security risk will not be permitted.
- Public Performance Rights must be secured by the group or individual, before recorded media are used in a public meeting or at an event.
- The maximum capacity of each room shall be determined by the Fire Marshal. No more than this maximum is allowed in a meeting room at one time.
- Meetings and events must be held during the regular operating hours to include room set-up and breakdown. Any problems with the condition of the meeting room and/or library equipment should be reported to the library staff.
- Refreshments may be served if they are provided by the group. Use of any tobacco or vaping products and the consumption of any alcoholic beverages or illegal substances are not allowed.
- Guests are expected to clean up any trash associated with food or drink consumption. If trash remains after appropriate warnings from staff the guest may lose meeting room privileges.
- All Meeting Room users are subject to Section 2: library Guests (code of conduct). Staff reserves the right to request an individual to leave the premises should an individual’s conduct not be in conformance with this policy. The library Director's decision is final.
- The library is not responsible for the loss of, or damage to, personal property left unattended in the Meeting Room. Any property left unattended may be removed by staff.
- Misuse or damage of the meeting room will result in the loss of use privileges. Destruction or defacement of library property will not be tolerated, and the individual will be required to bear the cost of any damage to the meeting room or its contents.

3.10.1 Fees

Pflugerville Public Library	
Fees	
	Fees
Non-Profit	
Courtyard	\$10.00 per use
Thornton (Seats 10)	\$5.00 per use

Classroom (Seats 12)	\$5.00 per use
Lantana (Seats 25, 50 Standing)	\$10.00 per use
Cosmos (Seats 35, 55 Standing)	\$10.00 per use
Poppy (Seats 40, 65 Standing)	\$10.00 per use
Cosmos - Lantana (Seats 50, 105 Standing)	\$20.00 per use
Poppy - Cosmos (Seats 75, 120 Standing)	\$20.00 per use
Poppy- Cosmos - Lantana (Seats 100, 180 Standing)	\$35.00 per use

Private, Commercial, & Political Organizations

Courtyard	\$60.00 per use
Thornton (Seats 10)	\$50.00 per use
Classroom (Seats 12)	\$50.00 per use
Lantana (Seats 25, 50 Standing)	\$60.00 per use
Cosmos (Seats 35, 55 Standing)	\$60.00 per use
Poppy (Seats 40, 65 Standing)	\$60.00 per use
Cosmos - Lantana (Seats 50, 105 Standing)	\$120.00 per use
Poppy - Cosmos (Seats 75, 120 Standing)	\$120.00 per use
Poppy- Cosmos - Lantana (Seats 100, 180 Standing)	\$180.00 per use

Fees

	Proposed Fees
Laptop Use	\$25.00 per laptop
Projector /Screen	No charge
Microphone	No charge
Podium	No charge

3.10.2 Reservations

Library programs have priority in reserving library meeting rooms. Other reservations are accepted on a first come, first-serve basis.

- Reservations must be made at least 24 hours before the requested meeting date.
- Reservations will not be accepted more than 90 days in advance.
- Payment is made at the time of reservation. Organizations will be asked to notify the library of canceled meetings at least 24 hours before the scheduled meeting. A refund will be made if cancellation is made at least 24 hours of meeting date.
- Groups other than partner groups may use a room no more than once a month and for no more than 3 consecutive hours. Applications for exceptions will be considered in the order they are received and will be granted only if the accommodation will not interfere with the public's use and enjoyment of the library's facilities.
- The person signing the meeting room reservation form will be held responsible for any damages to library equipment, furniture, the building, or the grounds.

Exceptions to the above policies may be made at the discretion of the library Director. The fact that a group is permitted to meet at the library does not in any way constitute an endorsement

of the group's policies or beliefs by the library staff, Library Board, or the City of Pflugerville. The library does not assume any liability for groups or individuals attending a meeting in the library.