



FACILITY POLICIES

Meeting Room Policy

Meeting rooms at Burnet County libraries are provided to promote education and enrichment to the lives of our communities and are available to nonprofit and civic organizations that meet the meeting room policy.

Permission to use the library facility does not constitute an endorsement of the group by the library staff or its governing authorities.

1. Meetings held at the library must be public and open to all.
2. Solicitation, admission or other charges, money-raising activities and/or sales not related to the library are not allowed. All programs and exhibits must be free-of-charge. Library sponsored events and programs may require a donation to cover the cost of program expenses at the discretion of the library director.
3. All advertising must include a disclaimer that the event is not in any way affiliated with or sponsored by the Burnet County Library System and must be clearly visible. Library phone numbers and email addresses may not be provided as a contact on any material or otherwise. The library is not obligated to post notices or flyers for functions it does not sponsor.
4. The following uses are not permitted:
 - Meetings that promote, support, or further a commercial interest;
 - Meetings that support a political issue, candidate, or campaign;
 - Meetings that are purely social functions;
 - Religious Meetings.
5. Library related functions may preempt existing reservations. Some branches may restrict usage for extended periods to accommodate these functions.
6. Reservation requests will be honored on a first-come, first-serve basis. A completed Meeting Room Request Form must be on file and approved before a meeting date and time can be finalized. Cancellations should be made as soon as possible. Failure to notify the library of a canceled meeting may result in the loss of usage privileges, at the discretion of the library director.
7. Meeting rooms may be available when the library is closed, but the key must be picked up during library hours. It is the requestor's responsibility to check the library's schedule for holiday closings and other closings. Keys will only be issued to the person(s) listed on the Meeting Room Request Form. The person(s) on the request form, and the group, are responsible for key and lock replacement costs if the key is lost or not returned before closing time the next day.
8. Allowable occupancy for each meeting room is posted in each meeting room.
9. The group collectively is responsible for observing the Meeting Room Policy and will be held responsible for damages that may occur as a result of the use of the facilities.
10. Meetings may not disrupt the use of the library by others. Persons attending the meetings are subject to all library rules and regulations. Meeting participants must keep their noise to a minimum, especially in the public areas of the library. Parents are responsible for their children.
11. Permission to use the library meeting room may be withheld from groups for noncompliance with the Meeting Room Policy and
 - From any group who damages the room, equipment or furniture, or causes a disturbance;
 - Any requestor who has falsified any information on the Meeting Room Request Form;
 - A group or requestor that is disruptive to library service, a library building, or to any library equipment;
 - A group that does not show for their scheduled meeting time without first canceling their reservation.
12. Each Burnet County Library director/designee has the right to terminate any meeting in their facility in progress that disrupts library business.
13. Each library director/designee will resolve questions involving meeting room policies and procedures.



Care and Usage of the Meeting Room

1. Food and drink are allowed in designated Meeting Rooms only.
2. The KEY to the Meeting Rooms must be obtained from the library prior to the meeting. Failure to get the key ahead of time will result in no meeting.
3. Failure to contact library staff if you will not be meeting or if you fail to report the number in attendance will result in cancellation of any future reservations.
4. It is the user's responsibility to check the library's schedule for holiday closings and other closings.
5. After the meeting, lock the meeting room door. If after hours, then deposit the key in the outside book drop. The person(s) on the request form and the group are responsible for key and lock replacement costs if the key is lost or not returned before closing time of the next day.
6. Meeting room statistics are important to us. The green form must be completed and returned with the key. The key can be returned at the Front Desk during library hours or in the outside book drop after hours.
7. Please remove all supplies, food items and trash when you leave. Take trash with you or drop it in a designated dumpster.
8. The library staff will not accept calls or relay messages to people attending meetings except in emergencies.
9. No additional furniture or equipment, other than that furnished in the meeting room by the library, may be used without library approval except digital projectors. Approved furniture or equipment must be removed at the end of the meeting. Stack meeting room chairs on the stage, fold and store tables on the stage. Please leave floor space clear before locking the room.
10. Programs and exhibits may not disrupt the use of the library by others. Persons attending the meeting are subject to all library rules and regulations. Meeting participants must keep noise to a minimum, especially in the public areas of the library. Parents are responsible for the behavior of their children.
11. Library facilities must be left in a clean and orderly condition. The library is not responsible for materials or equipment left in the building by users.
12. Permission to use the library facilities does not constitute an endorsement of the group by the library staff or its governing authorities.
13. The library is not obligated to post notices of flyers for programs it does not sponsor.
14. Smoking is not permitted anywhere in the library by state law.
15. No alcohol is permitted anywhere in the library facility.