

PURPOSE: To facilitate reservation and use of meeting rooms by non-profit clubs, organizations, and groups.

POLICY: In keeping with its mission of promoting educational, cultural, and recreational goals for its community, the Library offers free meeting rooms to non-profit clubs, organizations, and groups.

- A. Meeting rooms may be reserved only by CCPL card holders, 18 years or older, with a card in good standing.
  - a) The responsible card holder shall not transfer its space or reservation.
  - b) Any expenses incurred by a group using the rooms will be the card holder's responsibility.
  - c) All attendees must comply with Patron Conduct Policy 100.15.
- B. All meetings, programs or exhibits must be open to the public, Library staff and City employees.
  - a) No fees, dues or donations for any meeting, program or exhibit may be charged or collected; this includes fees, dues or donations requested offsite.
  - b) Meeting rooms may not be used for private social functions, presentations, commercial activities, political rallies/campaigns or for any engagement which requires the collection or exchange of funds or fundraising on Library premises.
  - c) No solicitations of any kind are permitted, exceptions may apply when sponsored by the Library.
- C. Library/City related or sponsored meetings and/or activities have priority.
- D. Reservations (based on availability, or group size):
  - a) Library reserves the right to cancel or modify a reservation if meeting room is needed by Library/City.
  - b) Application must be submitted at the library location where the meeting will be held at least 7 business days in advance of the date needed.
    - i) Must be renewed every 60 days.
    - ii) Must be submitted Monday-Friday during operating hours at the public service desk.
    - iii) Submitting an application does not constitute a confirmed reservation.
    - iv) Reviewed, approved, or denied by Branch Manager or designee within 72 hours Monday-Friday (excluding Holidays).
  - c) May not be made more than 60 days in advance of the requested date.
    - i) No more than twice in 30 days.
  - d) Will not be available during June/July due to Summer Reading Programs.
  - e) Must be scheduled during normal operating hours.
  - f) Must be vacated 30 minutes before the library closes.
  - g) Will be revoked if the Library determines in its sole discretion that the use is not in compliance with Library policies.
  - h) Will be considered cancelled after 15 minutes of a "no show."
  - i) Will not be accepted for six months after the 2<sup>nd</sup> "no show."
  - j) Please consider set-up time when making reservations.
- E. Setup:
  - a) Prior inspection of a particular room is suggested to determine its suitability.
  - b) Cardholder is responsible for setting up, rearranging, and taking down tables and chairs, per ADA and Fire Code.
  - c) Seating capacity depends upon room arrangement.
  - d) Attendance and seating capacity are limited by City Fire Code.
  - e) Cardholder is responsible for ensuring that attendance does not exceed the maximum occupancy.
  - f) Tables and chairs are available at each location.
  - g) The library does not furnish equipment, refreshments, services, or supplies.

F. Room use:

- a) Meeting rooms must be left clean, in good repair and in the same condition as found. Trash should be picked up and put in receptacles.
- b) Library cardholder will be responsible for cost of any damage to library property and may lose the privilege of using meeting rooms in the future.
- c) Light refreshments (coffee, soft drinks, cake, cookies, etc.) may be served.
- d) Alcoholic beverages, smoking, vaping, and open flames are not permitted.
- e) The Library is not responsible for equipment, supplies or materials left behind.

G. Publicity concerning the program:

- a) Sponsorship must be clear and contact information (telephone number and email) of the sponsoring group should be included in the publicity.
- b) Any publicity must include the disclaimer: "This event is not sponsored by the Corpus Christi Public Libraries or the City of Corpus Christi."
- c) The Library will not promote programs that are not Library sponsored.
- d) Groups should inform the Library if their program is being advertised through media outlets as the Library may receive calls regarding the program.

H. Professional Educator:

- a) May use a library meeting room to provide an educational program related to their field of expertise and must be open to the public.
- b) During such a program or in the future, no attempt may be made to sell any products or services.
- c) May not hand out business cards or brochures promoting any business, product, or service.
- d) May not solicit personal information (names, addresses, phone numbers, etc.) from the program participants, either as part of a pre-registration process or during the program itself.

I. Denials and Loss of Privileges:

- a) Library Director/Branch Manager may deny application for a particular meeting room if its intended use disrupts the normal use of the Library. Disruptions may include excessive traffic through common areas of the Library, distracting visual or sound effects, or use that attracts attendees in excess of meeting room limits.
- b) Failure to comply with the rules may lead to immediate termination of the meeting, exclusion of individuals from library premises pursuant to the rules, and/or loss of future meeting room use privileges.

J. Cancellations:

- a) Cancellations of reservations by groups should be made at least 24 hours in advance of the meeting date.
- b) In the event that a reserved meeting room is needed for a Library event, the Library will notify the applicant of cancellation with as much notice as possible in advance of the meeting.

## MEETING ROOM CAPACITY:

### **La Retama Central**

La Retama Room	60	Auditorium style
	45	With tables
Conference Room	25	Auditorium style
Board Room	16	Conference table

### **Dr. Clotilde P. Garcia**

Meeting Room	30	Auditorium style
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### **Ben F. McDonald**

Meeting Room	45	Auditorium style
	25	With tables

### **Janet F. Harte**

Meeting Room	50	Auditorium style
Patio Area	25	Patio tables & chairs

### **Owen R. Hopkins**

Meeting Room	45	Auditorium style
Conference Room	6	Conference table