

CITY OF COPPELL

LIBRARY OPERATING PROCEDURE

Administration 101	Issue Date: 08/10/1995
Library Program Room And Group Conference Rooms Policy	Revision Date: 03/27/2014

Library Program Room

Mission:

The program room of the William T. Cozby Public Library is used to:

1. Support the educational, cultural, recreational and informational mission of the library for adults and children.
2. Provide space for programming for the City Council, City Boards and Commissions and City of Coppell Departments.
3. As available, provide access to Coppell non-profit organizations of a cultural, educational, informational or religious nature for programs that are of interest to the entire community. The library program room may not be used as the **primary** meeting place for any organization or group. All meetings are **open** to the public at large.

To ensure fair and orderly use of the library program room, the following applies:

General:

- The program room may be made available, free of charge, for public gatherings and/or meetings of 12 or more of a non-profit cultural, educational, informational or religious nature when the room is not being required by the library or the City of Coppell. Any such requested use, however, must not be disruptive to library patrons.
 - Reservations should be made in writing no more than three months in advance or less than 72 hours in advance by a City of Coppell resident. Library and City of Coppell meetings are exempt from the three-month rule. A group or organization may schedule one meeting at a time. Future meetings may not be scheduled until after the initial meeting takes place.
 - Each meeting date/time request will be on a separate Library Program Room Reservation Request form.
 - Use of the room will not be granted for meetings, which are commercial or social in purpose.
- Reservations are subject to cancellation, if the City of Coppell or library requires the use of the program room or in the case of emergency. Every effort will be made to

avoid canceling a scheduled event. If a cancellation does become necessary, the library will notify the applicant as early as possible.

- Governmental, tax-supported units serving City of Coppell residents or recognized City of Coppell Home Owners' Associations, on file in the Planning and/or City Secretary's Departments may request use of the program room.
- Meetings may only be scheduled on days, and during times, the library is open. All meetings must conclude and the room be cleared prior to the library's posted closing time. Library and City of Coppell meetings may be scheduled outside of library hours.
- No group may charge tuition or admission to a meeting held in these facilities nor may it solicit or collect a "free will" offering, nor may it present for sale any item, which is conditional for attendance at the program. Exceptions to this provision may be made for certain programs sponsored by the library or for fund-raisers that directly benefit the library.
- Social functions such as showers, parties, self-promotional activities or other personal use will not be permitted.
- Political organizations with local resident sponsorship and/or national organizations with a Coppell chapter may make application for use of the program room in accordance with existing policies. Distribution of partisan campaign literature shall be limited to the program room in accordance with existing policies.
- All meetings of organizations held in program room are for groups of 12 or more and must be open to the public.
- Standing reservations for the library program room will not be accepted nor will the program room be used as the primary meeting place for any organization. No more than two meetings per month per group are permitted. The library program room may not be used as the **primary** meeting place for any organization or group. Reservations may be booked no more than three (3) months in advance. A group or organization may schedule only one meeting at a time. Future meetings may not be scheduled until after the initial meeting takes place.
- The library shall not handle any publicity concerning non-sponsored programs with the exception of allowing organizations to post a publicity flyer on the Community Wall (See Library Administration Procedure 105).
- Organizations or groups conducting or sponsoring meetings shall assume total responsibility for any and all damages to the room and contents utilized during the course of the meeting/function. The person making the reservation shall claim the room and attend the meeting and designate an alternate when making the reservation.

- A small kitchen facility is available and if needed, must be requested when booking. It has a full-sized refrigerator, a microwave and a sink. Only non-alcoholic refreshments may be served. The kitchen must be cleaned and left in the same order it was found.
- The Library Director or the appropriate staff person acting for the library will confirm approval or denial of written reservation requests within three business days, excluding holidays and weekends.
- Permission to use the program room shall not, in any way, constitute an endorsement of any group, its policies, or activities by the library or the City.
- The library reserves the right to have a staff member present at any meeting held in the library facility.
- Library personnel are not available for setting up or clearing tables and chairs in the program room. The organization using the program room is responsible for setting up the room as needed, restoring room to original condition and vacating the room by the scheduled ending time. Removing trash and personal belongings following use of the room shall be the sole responsibility of the person and/or group requesting the program room.
- A television, VCR/DVD player and lectern may be available for use within the program room and must be requested when booking. Responsibility for their safe and proper use rests with the organization using the facility. Use of power strips is limited to one per wall. Use of the digital projector and sound system is not permitted.
- Smoking or use of candles, incense or any other open flames is prohibited in the library. Use of paint, permanent markers, glitter, liquid glue, glue guns, paste or adhesive of any kind, is also prohibited.
- It is the policy of the library to maintain its facilities in compliance with all applicable local, state and federal building codes and regulations, including the Americans with Disabilities Act.
- Charges may be imposed upon the organization if its use of the equipment and facilities results in damage to or special cleaning of the library's property.
- Permission to use the library program room may be withheld from groups who have damaged the room, carpeting, equipment or furniture, who have caused a disturbance, or failed in any other way to comply with rules and regulations governing the use of the room.

Application:

- City of Coppell staff reserving the program room in accordance with City Of Coppell business will contact library staff directly and are not subject to the following application.
- Library Program Room Reservation requests shall be made in-person, in writing, no more than three months in advance or less than 72 hours in advance by a responsible adult prior to the room use. A group or organization may schedule one meeting at a time. Future meetings may not be scheduled until after a meeting takes place. The program room will not be used as the primary meeting place for any organization. Staff will confirm reservation request within 3 business days, excluding weekends and holidays. Telephone, fax or email reservations will not be taken.
- A Library Program Room Reservation Request form will be completed for each requested meeting date or time.
- Person making the reservation (and the alternate contact) will be:
 - A resident of Coppell;
 - A William T. Cozby Public Library cardholder, in good standing, who must present a photo-identification;
 - An authorized representative of the organization;
 - In attendance at the requested meeting;
 - Held accountable for restoring the room to setup and for any damages incurred through the group's use.
- In cases where a non-profit designation is not readily apparent, proof of tax exempt status (a 501c3 statement) may be required to establish eligibility to use the room.
- Failure to comply with the regulations listed in this policy may result in the loss of future use of the program room and any other action deemed necessary by the City or the Library Board.

Library Group Conference Rooms

The group conference rooms of the William T. Cozby Public Library are used to provide small group conference or study space. Group Study Room 1 accommodates up to 8 people. Group Study Room 2 accommodates up to 11 people. Study Rooms must be checked out at the Library Information Desk by a Coppell Library card holder in good standing. Rooms are available on a first come, first serve basis for a minimum of three people. Individuals desiring quiet study space may use the Quiet Reading Room. Groups of two may use reading tables in the library. Groups of less than three people may be directed to one of these areas. Once the room is checked out, the group, including the library card holder, must occupy the room until they are done using it. Groups may not “save” the rooms for later use, nor may they use it intermittently.

An exception is made in the use of these conference rooms Monday through Friday from 10:00 a.m. to 3:00 p.m., when the rooms are made available to any Coppell Library card holder in good standing. Any one or two people using these rooms during the above times must understand and accept that at 3:00 p.m. Monday through Friday and all day on the weekends these rooms become available once again only for groups of three or more. Individuals or pairs who are in the room at 3:00 p.m. will be asked to leave and move to the quiet reading room or other tables in the main library.

The primary purpose of the conference rooms is to provide space for people to meet, collaborate, and study in groups.