

CITY OF COPPELL

LIBRARY OPERATING PROCEDURE

Administration 101.1	Issue Date: 08/10/1995
Library Meeting Room Guidelines	Revision Date: 5/10/18

Purpose

The purpose of these guidelines is to ensure equitable access to the Library's Meeting Rooms.

Mission:

The meeting room of the Cozby Library and Community Commons is used to:

1. Primarily support the educational, cultural, recreational and informational mission of the library by providing space for its ongoing activities.
2. Provide space for the City Council, City Boards and Commissions, and City of Coppel Departments to hold events.
3. As available, provide access to non-profit organizations of a cultural, educational, informational or religious nature for programs that are of interest to the entire Coppel community.

To ensure its fair and orderly use, the following guidelines apply to non-profit organizations that wish to use the library meeting room. The library, Friends of the Coppel Library, and the City of Coppel are largely exempt from these guidelines.

General:

- The meeting room may be made available, free of charge, for public gatherings and/or meetings of 13 or more of a non-profit cultural, educational, informational or religious nature when the room is not required by the library or the City of Coppel. The meeting room may not be used as the **primary** meeting place for any organization or group. All meetings are **open** to the public at large.
- Reservations should be submitted no more than three (3) months in advance or less than 72 hours in advance by a current library card holder. The library card holder must be 18 years or older and in good standing with no overdue materials or fees.
- A group or organization may schedule one meeting at a time. Standing reservations are not permitted and future meetings may not be scheduled until

after the initial meeting takes place. No more than two meetings per month per group are permitted.

- Meetings may only be scheduled on days, and during times, the library is open. All meetings must conclude, and the room be cleared by the end time specified on the approved reservation. Additionally, all persons must vacate the building by the library's posted closing time.
- 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. The applicant's or alternate's ID is required when claiming the room; it will be held at the front desk until picked up after use of the room.
- Reservations are subject to cancellation in case of emergency or if the Library or the City of Coppell or library requires the use of the room. Every effort will be made to avoid canceling an existing reservation. If a cancellation does become necessary, the library will notify the applicant as early as possible.
- A designated staff person acting for the library will confirm approval or denial of reservation requests within three (3) business days, excluding holidays and weekends. Any requested changes to the original reservation are not approved until confirmed by library staff.
- Social functions such as showers, parties, self-promotional activities or other personal use will not be permitted. Additionally, no group may charge tuition or admission to a meeting held in the meeting room 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.
- 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 meeting room.
- Political organizations with local resident sponsorship and/or national organizations with a Coppell chapter may make application for use of the meeting room. Distribution of partisan campaign literature shall be limited to the meeting room in accordance with existing guidelines.
- Audiovisual and other equipment may be available for use within the meeting room and must be requested when booking, including monitors, projector screens,

microphones, and a podium. Responsibility for their safe and proper use rests with the organization using the facility.

- A small kitchen facility is available and must be requested when booking. It has a full-sized refrigerator, an icemaker, 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.
- Any materials promoting an organization's event or meeting held in the library meeting room may not imply library sponsorship. The library shall not handle any publicity concerning non-sponsored programs with the exception of allowing organizations to leave flyers or brochures in the appropriate location (see Library Administration Procedure 105).
- Library personnel are not available for setting up or clearing tables and chairs in the meeting room. The organization using the meeting room is responsible for setting up the room as needed, restoring room to original condition and vacating the room by the scheduled ending time. Placing trash in the correct receptacle and removing personal belongings following use of the room is the sole responsibility of the person and/or group requesting the meeting room.
- Library personnel are not available to put up or break down the divided wall between Meeting Room A and B on demand. The divided wall will be set up as determined by the Library Meeting Room Request.
- Nothing may be hung on any wall or door in any room, including the Commons and Lobby; no tape, staples, tacks, nails or similar method is allowed. 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.
- The emergency exit doors in the meeting room must not be blocked by chairs, tables or people. The exterior doors just outside the meeting room are not to be propped open during meetings.
- Permission to use the meeting 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 meeting room.
- The Library Facilities Guidelines are applicable to all meetings held in the meeting room

- 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.

Use of the library meeting room implies acceptance of the terms and conditions of these guidelines. Permission to use the meeting room may be withheld from groups who have damaged the room, flooring, 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:

Library Meeting Room Reservation requests may be submitted no more than three (3) 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 meeting room may not be used as the **primary** meeting place for any organization. All meetings are **open** to the public at large.

- A Library Meeting Room Reservation Request will be submitted for each requested meeting date or time.
- Person making the reservation (and the alternate contact) will be:
 - At least 18 years of age
 - A Cozby Library and Community Commons cardholder, in good standing, with no overdue materials or fees. 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.
- A designated staff person acting for the library will confirm approval or denial of reservation requests within three (3) business days, excluding holidays and weekends.
- Meeting Rooms A or B are available for groups of 13-75 people. Meeting Rooms A & B combined are available for groups of 75-200 people. Groups of 12 or less will be offered use of an alternate space.
- 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.
- If neither the cardholder nor alternate arrive within 15 minutes of the reservation's appointed start time, the reservation may be cancelled.
- Failure to comply with the regulations listed in these guidelines may result in the loss of future use of the meeting room and any other action deemed necessary by the City or the Library Board.

CITY OF COPPELL

LIBRARY OPERATING PROCEDURE

Administration 101.2	Issue Date: 08/10/1995
Business Center, Conference and Study Rooms Guidelines	Revision Date: 5/9/19

Purpose

The purpose of these guidelines is to ensure equitable access to the Library's Business Center, Conference Room, and Study Rooms.

Mission

The Business Center, Conference and Study Rooms of the Cozby Library and Community Commons are used to:

1. Support the educational, cultural, recreational and informational mission of the library for adults and children.
2. Provide space for the City Council, City Boards and Commissions, and City of Coppel Departments to hold events.
3. As available, provide access to Cozby Library and Community Commons users for work, study, meetings or presentations.

To ensure fair and orderly use of the rooms, the following guidelines apply. The Library, City of Coppel and Friends of the Library are largely exempt from these guidelines.

Availability

Availability described in this section is limited to hours during which the library is open. Rooms governed by these guidelines are not available for use outside library hours.

- Study Rooms A-C are available for same-day sign-ups. (See "Same-Day Sign-ups" below.)
- Study Rooms D-E are available by reservation. (See "Reservations" below.) When not reserved, they are available for same-day sign-ups.
- Study Room F is available by reservation, except during the hours of 5 to 9 p.m., Monday through Thursday. During this time, and at any other time for which it has not been reserved, it is a shared space. (See "Shared Spaces" below.)
- The Business Center is available by reservation. When not reserved, it is a shared space.
- The Conference Room is available by reservation. When not reserved, it is available for same-day sign-ups by persons age 14 and older. The Conference Room will be locked when not in use.

Same-Day Sign-ups

The following guidelines apply to rooms available for same-day sign-up:

- Individuals must sign in for an open study room using their own name and may not sign in using another person's name or on behalf of another person.
- Groups of more than one person may sign in for a room using the name of one of their members.
- Individuals and groups will have exclusive use of the room during the time of their sign-up. **A given person may not have exclusive use of any library space for more than 3 hours per day**, whether:
 - Alone or as part of a group
 - In one block of time or intermittently
 - By advance reservation or same-day sign-up
- The person whose name appears on the sign-up sheet (or, if a minor, their legal guardian) shall be held responsible for any and all damages to the room and/or its contents occurring during the time of the reservation.
- The library asks all users to be respectful of others and promptly vacate the room when their sign-up time has ended and another user is waiting. However, if a user finishes their sign-up time and no one is waiting, they may remain in the room until another user signs up for the space.
- Any room left vacant for more than 15 minutes will be assumed vacated, at which time library staff may remove materials from the room and make it available for another patron. Library staff will take personal materials to the library's lost and found. The library assumes no responsibility for the loss or damage of personal items.
- All persons must vacate the building by the library's posted closing time.

Reservations

The following guidelines apply to rooms available by reservation:

- Reservations may be made no more than three months in advance or less than 72 hours in advance by a Cozby Library and Community Commons cardholder. The cardholder must be age 14 and older and in good standing with no overdue materials or fees. Reservations may be made in 30-minute blocks to a maximum of 3 hours.
- A library cardholder age 14 or older may schedule one meeting at a time. Future meetings may not be scheduled until after the initial meeting takes place. Standing reservations for the rooms will not be accepted.
- Each date/time request must be submitted individually.
- The applicant making the reservation shall claim the room, attend the meeting, and may designate an alternate when making the reservation.
- Reservations may only be scheduled on days, and during times, the library is open.
- A designated staff person acting for the library will confirm approval or denial of reservation requests within three (3) business days, excluding holidays and weekends.

Any requested changes to the original reservation are not approved until confirmed by library staff.

- Reservations are subject to cancellation in case of emergency or if the Library or the City of Coppell requires the use of the rooms. Library staff will make every effort to avoid canceling an existing reservation. If a cancellation does become necessary, the library will notify the applicant as early as possible.
- If cardholder is late to claim a reservation by 15 minutes or more, the reservation may be cancelled.
- Individuals and groups will have exclusive use of the room during the time of their reservation. **A given person may not have exclusive use of any library space for more than 3 hours per day**, whether:
 - Alone or as part of a group
 - In one block of time or intermittently
 - By advance reservation or same-day sign-up
- The applicant making the reservation, or minor applicant's legal guardian, shall be held responsible for any and all damages to the room and/or its contents occurring during the time of the reservation.
- In rooms that become shared space when there are no reservations (i.e. Study Room F and the Business Center), users may remain in the room once their reservation has ended. In all other rooms available by reservation, the library asks users to be respectful of others and promptly vacate the room when their reservation has ended and another user is waiting. However, if a user reaches the end of their reservation and no one is waiting, they may remain in the room until another user signs up for the space.
- Any room left vacant for more than 15 minutes will be assumed vacated, at which time library staff may remove materials from the room and make it available for another patron. Library staff will take personal materials to the library's lost and found. The library assumes no responsibility for the loss or damage of personal items.
- All persons must vacate the building by the library's posted closing time.

Shared Spaces

The following guidelines apply to shared spaces:

- No reservations or sign-ups are required to use the space.
- No time limit shall be imposed on use of the space.
- No person or group will be guaranteed exclusive use of the space at a given time.
- All persons must vacate the building by the library's posted closing time.

User Expectations

The following guidelines apply to all rooms governed by any part of these guidelines:

- All individuals and groups must comply with the Library Facility Guidelines.

- No individual or group may solicit library patrons or the general public on library property outside the confines of the reserved room.
- Rooms may not be used for personal parties or events such as bridal showers or birthday parties.
- Permission to use the rooms shall not, in any way, constitute an endorsement of any group, its policies, or activities by the library or the City.
- Per the Coppell Fire Department, attendees must not exceed the posted occupancy load for a room:
 - Study Rooms A, C, E: up to 6 people
 - Study Rooms B, D: up to 4 people
 - Study Room F: up to 12 people
 - Business Center: up to 12 people
 - Conference Room: up to 12 people
- A/V equipment may be available for use within the room. Equipment will be checked out with a library card or a driver's license at the Information Desk. Responsibility for their safe and proper use rests with the individual checking out the equipment.
- Nothing may be hung on any wall or door in any room; no tape, staples, tacks, nails or similar method is allowed.
- When using the Conference Room, the applicant's or alternate's ID is required when claiming the room; it will be held at the front desk until picked up after use of the room.
- Library personnel are not available for setting up or clearing tables and chairs in the rooms. The individual or group using the 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 personal belongings and placing trash in the proper receptacle following use of the room shall be the sole responsibility of the individual and/or group requesting the rooms.
- Furniture, including tables or chairs, may not be moved into or out of the rooms.
- Charges may be imposed upon the individual or group using the room if their use of the equipment and facilities results in damage to or special cleaning of the library's property.
- Permission to use the room may be withheld from individuals or 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.
- 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. The Library Facilities Guidelines are also applicable to all meetings held in the rooms.