

GATESVILLE PUBLIC LIBRARY MEETING ROOM FEE SCHEDULE

All library or City related or sponsored events and meetings take precedence over other organizations and groups.

Library sponsored, City departments, Coryell County entities and Gatesville Civic organizations may use the Meeting Room for free.

All other groups or individuals will be charged a rate of \$25.00 per hour, payable in advance at least 24 hours prior to start of meeting. *Additional payment must be made on the day of the meeting if rental time exceeds the already established fee arrangement.*

GATESVILLE PUBLIC LIBRARY MEETING ROOM POLICY

The Gatesville Public Library was constructed with funds from the City of Gatesville, private donations, a grant from the Tocker Foundation, and a Grant from the Telecommunications Infrastructure Fund. All programs should reflect the educational, cultural, social, and recreational role the Gatesville Library plays in our community.

The facilities will be made available to the public on an equitable basis, regardless of beliefs or affiliations of individuals or groups requesting their use. Permission to use the facilities does not constitute an endorsement of the groups requesting their use. Permission to use the facilities does not constitute an endorsement of the group's policies or beliefs by the Gatesville Public Library.

The primary purpose for the Meeting Room is to accommodate current and future library programming needs. After these needs have been met the room will be available for rental in the following order of priorities:

1. Programs sponsored by agencies of city government or other city supported organizations (Civic groups)
2. County and/or State of Texas organizations
3. Other organizations

Outside groups and individuals may use the Gatesville Library Meeting Room under the following conditions:

1. Any one group may reserve the room for meetings up to 1 time per month. Rentals cannot be booked more than two months in advance of the date requested.
2. The room may be used only during the library's regular hours of operation (Mon., Wed., and Fri. 9 AM-6 PM; Tue. & Thurs. 9 AM-8 PM; Sat. 9 AM-4:30 PM). Under special circumstances the Library Director may agree to use during other times.
3. The room must be cleaned and vacated five minutes before closing.

4. For all groups that are charged a fee, a completed application must be received before the room is reserved. The reservation must be complete at least 48 hours before the scheduled event.
5. The library reserves the right to cancel in an emergency situation.
6. Groups or individuals may not charge admission fees or pre-registration fees for attendees for programs/meetings held in the meeting room.
7. The room cannot be rented for social events or parties.
8. Rentals are not permitted for the purpose of promoting a business or for any sales purpose (i.e. Tupperware, Avon, Mary Kay, etc.).
9. The renter agrees to obtain the relevant licensing permission when showing a film, playing music, or presenting other copyrighted material.
10. Juvenile or young adult (18 and under) groups may use the room only when an adult supervision is provided.
11. Use of the meeting room may not interfere with the routine business of the library.
12. Because the room contains technical equipment and computers, no food or drink is allowed.