

Krum Public Library Meeting Room Policy

Accepted by Krum Public Library Advisory Board November 15, 2016
Approved by Krum City Council April 3, 2017
Reviewed by City Attorney March 15, 2017

The City of Krum is pleased to provide facilities for the social, civic, recreational, cultural, community, or charitable event needs of not only our own citizens, but also the wider community that we serve. These facilities are provided to improve the quality of life and leisure for all.

The primary use of the meeting room is for library sponsored events or for use by other city departments. It is then available to other users for a fee.

The meeting room will be reserved on a first-come, first-served manner. Library and city activities take precedence over rental activities. The Library reserves the right to cancel any scheduled activity that conflicts with a library or city event.

Requests for use of the meeting room should be completed in writing, using the official "Reservation Application" and be submitted to the library at least one week in advance of the proposed date.

Facility Reservation and Use Policies

- A. The individual who makes the reservation must remain on site at all times throughout the rental. Failure to remain on site could result in the loss of future reservation privileges.
- B. Damages to any facility and/or equipment are the responsibility of the individual responsible for the reservation. Payment for damaged property will be withheld from facility deposit.
- C. All facilities must be left in a clean and presentable condition, according to the cleaning checklist, or a \$35.00 hourly cleaning charge will be assessed. All equipment and decorations must be removed at the end of the reservation. Plans for special activities, including amplified sound, must be approved by the Library Director. Violation is cause for losing meeting room privileges.
- D. Nails, thumb tacks, etc. may not be used for any decorative purpose on the walls, structures or furnishings. Masking tape is the only approved tape for decorating purposes and must be removed completely if it is used.
- E. Renter agrees to provide a minimum of two (2) adult chaperones, parents or adults 21 years of age or older, for the first thirty (30) youth (under 21 years of age) and one (1) additional chaperone for each twenty (20) additional youth. Chaperones must be present at the onset of the event and remain throughout the entire function.
- F. Reservation cancellations made within 30 days of the reserved date will be refunded the rental fees only, minus a \$5.00 administrative processing fee. Reservation cancellations more than 30 days prior to the reserved date will be refunded rental fees and deposit, minus a \$5.00 administrative processing fee.
- G. The City of Krum reserves the right to terminate a reservation during the activity if conditions so warrant. Renter is responsible for the behavior of all participants (adults and children). The City of Krum reserves the right to request participants to leave immediately or to terminate a rental when participants act inappropriately (fighting, abusive, destructive, alcohol, etc.)

- H. Individuals and organizations reserving facilities must comply with all applicable policies, ordinances and laws. Failure to comply may result in denial of any subsequent use of facilities and/or forfeiture of the facility deposit. Commercial and for profit businesses may not conduct standard business or meetings in the community room. Admission fees or other charges, money-raising activities and/or sales are not permitted.
- I. Smoking, including e-cigarettes, is not allowed inside the building. The use of controlled substances, including alcohol, is prohibited on the premises.
- J. Krum Public Library/The City of Krum does not furnish eating utensils, plates, serving dishes, serving utensils, tablecloths, decorating supplies or other equipment.
- K. In the event publicity concerning the meeting is circulated which lists the Library as the location, this disclaimer must be included: "This event is not sponsored by the Krum Public Library." Violation is cause for losing meeting room privileges.
- L. The City of Krum will not be held liable for any damage, injury or loss to person or property that may occur during the occupancy of the meeting room.
- M. The meeting room is approximately 672 square feet and has a maximum capacity of 65 people.