

Bedford Public Library Meeting Rooms Policy

Purpose of the Policy

Meeting rooms in the Bedford Public Library are primarily intended to provide space for library programs, events and meetings. When the Library, or other City Department, is not using these spaces, they are available for rent.

General Information: Renting a Meeting Room

- 1.1 Meeting Rooms are available for rent only during library hours. Library hours, including holiday hours, are posted at the Library and online at <http://www.bedfordlibrary.org>
- 1.2 Meeting Rooms accommodate groups of 9 to 324* people. The number of people in a room may not exceed the maximum occupancy quantity as established by City of Bedford Fire Codes.
- 1.3 Use of chairs, tables and wireless Internet access are included as part of the meeting room rental fee. The large meeting room also includes use of a ceiling mounted data projector and speakers.
- 1.4 Permission to use the meeting rooms shall not, in any way, constitute an endorsement of the group, its policies or activities, by the Library or by the City of Bedford.
- 1.5 Usage of any Library facility phone number as a contact phone number for the meeting/event scheduled, including but not limited to written, verbal, or internet, to promote the event is prohibited without prior approval by the Library. The Library will not serve as a point of information referral for patrons who may have questions regarding the meeting or who wish to contact the meeting organizers.
- 1.6 Any printed or electronic publicity or marketing materials that include the Library's name and address must include the disclaimer: "This event is not sponsored by the Bedford Public Library or the City of Bedford."

Reservation Requests & Cancellations

- 2.1 Reservation requests may be made in person or online.
- 2.2 The person making the meeting room application shall be (ALL of the following):
 - an Adult, minimum 18 years of age,
 - an authorized representative of the organization holding the meeting.
- 2.3 Reservation requests must be made at least 48 hours in advance and may be made up to 3 months in advance.
- 2.4 The Renter will receive confirmation of a reservation when the reservation request is approved.
 - All applicable fees must be paid in full within 5 work days from confirmation of reservation to complete the request. Reservation confirmation will not be complete until payment is received.
 - Failure to pay the fees within 5 work days will result in cancellation of the reservation.

- 2.5 Meeting Rooms may be used a maximum of 12 times in a calendar year by the same individual and/or group.
- 2.6 Reservation requests will be approved on a first come, first served basis.
- 2.7 Reservations are not transferable from one individual or organization to another.
- 2.8 The Library reserves the right to refuse any reservation request.
- 2.9 Rentals of the Bonnie Finn Conference Room are subject to a one hour minimum.
- 2.10 Rentals of the Large Meeting Room, whole or half, are subject to a two hour minimum.
- 2.11 The Kitchen may only be rented with a rental of the Large Meeting Room, whole or half, with a corresponding two hour minimum.
- 2.12 Notice of cancellation must be made by the person who reserved the room, or their authorized agent, no later than 48 hours in advance of the scheduled reservation. A full refund will be made for cancellations made in advance of 48 hours of the scheduled reservation. Failure to cancel at least 48 hours in advance of the scheduled reservation will result in forfeiture of all fees.
- 2.13 A reservation, though confirmed, may be cancelled by the Library due to the booking of the room for a Library event or meeting, a City of Bedford event or meeting, elections, or natural disasters. In such cases, the Library shall notify the applicant as early as is feasible. The group will be given the opportunity to re-schedule their event. If no suitable date can be found, a full refund will be made.

Use of the Meeting Rooms

- 3.1 Upon arrival on the day of the event, the Renter will check-in at the Information Desk and give a staff member his/her Driver's License or state-issued ID card to hold until the event is over. This ensures the Renter returns to the Information Desk to complete check-out procedures with a staff member. The Driver's License will be returned to the Renter upon check-out.
- 3.2 Renter agrees to assume all responsibility for proper use, clean-up, and any damages, done to the equipment, furniture, premises and/or property as a result of their usage. The Library staff will inspect and assess any damages within three working days of an event. The Library will exercise due diligence in attempting to notify the Renter of any damages within this same period. Renter assumes all costs for repair and/or replacement based on the City of Bedford's assessment of damages.
- 3.3 The Library reserves the right to have a staff member present at any event held in the library.
- 3.4 The City of Bedford reserves the right to determine if police security is required during a scheduled activity. The City of Bedford will determine the number of officers and hours required. The Renter is responsible for this expense and should make appropriate payment arrangements separately from the room rental fee.
- 3.5 Engaging in conduct that disrupts or interferes with the normal operation of the library, or disturbs staff and library users is prohibited. Such conduct includes:
 - The use of abusive or threatening language or gestures
 - Creation of unreasonable noise
 - Loud or boisterous behavior, talking, or music

- 3.6 Meeting room renters and occupants are subject to the Library's Code of Conduct and Responsibilities policy.

Meeting Set Up

- 4.1 Renter is responsible for set up of chairs and tables for the meeting.
- 4.2 Any decorative materials must be approved by the Library. No open flames are allowed.
- 4.3 The Renter shall not attach nor remove anything from the walls, furniture or other equipment without prior authorization. Should authorization be granted, Library personnel will dictate the method of attaching materials.
- 4.4 No physical changes to the rooms shall be allowed except for rearrangement of furnishings or equipment.
- 4.5 Items on display or exhibits may not be disturbed.
- 4.6 Throwing rice, confetti, rose petals or similar items is prohibited anywhere on the Bedford Public Library premises.
- 4.7 Extension cords, if needed, must be provided by the renter and must be used in a safe manner (e.g. no cords across aisles or walkways.)
- 4.8 Set-up time must be included in contracted time period.

Audio Visual Equipment

- 5.1 Renters wanting access to AV equipment must make an appointment to familiarize themselves with equipment ahead of time at Library staff convenience.
- 5.2 Library staff may or may not be available to assist with AV equipment.

Food and Drink

- 6.1 Refreshments may be served.
- 6.2 Alcoholic beverages are prohibited.
- 6.3 Smoking is prohibited.
- 6.4 Kitchen facilities, if rented, must be left in a clean and orderly condition.
- 6.5 All caterers must be approved by the Library. All caterers must provide a Certificate of Insurance with the City of Bedford named as an additional insured on said certificate.

Cleanup and Break down

- 7.1 Renter is responsible for returning chairs and tables used during the meeting to the appropriate storage areas.
- 7.2 Renters and/or their vendors, including caterers, and decorators, must vacate promptly by the end of the confirmed reservation time. Cleanup and teardown must be included in this time.
- 7.3 **For meetings near the end of the library operating day, renters must complete all cleanup, teardown and vacate the room 15 minutes before library closing.**
- 7.4 The Library reserves the right to refuse subsequent meeting reservations if Renter and/or occupants do not vacate by the end of the confirmed reservation time. The Library reserves the right to charge an Overtime Fee if the Renter does not vacate the

Meeting Room within 30 minutes of the confirmed reservation time; the hourly rate will be prorated.

- 7.5 Before leaving the Library, Renter must check-out at the Information Desk once vacated so the Meeting Room doors may be locked and final procedure may be completed by staff. The Renter's Driver's License or Texas ID will be returned to him/her at this time.
- 7.6 Renter agrees to leave the premises in good condition including the removal of all trash from the room. Trash bags and any required cleaning supplies must be supplied by the renter. Filled trash bags must be placed in the dumpster outside of the building.

The Renter agrees to comply with Library and City policies and with all applicable laws, including the regulations and codes of the City of Bedford. Failure to do so may result in the loss of future use and other action deemed appropriate by the Bedford Public Library and/or the City of Bedford.

Meeting Room Rental Fees

A flat \$25 fee is charged to H.E.B. 501c3 non-profit organizations. The non-profit group must produce written verification of its 501c3 status.

Large Meeting Room

\$100 per hour (2 hour minimum)

Capacity: 162 seated, 324 standing, 64 to 96 people seated at a maximum of 32 tables

Room features:

- Tables and chairs
- Data Projector (with library-supplied VGA cable and HDMI to VGA Converter)
- Wireless internet
- Kitchen - \$25 additional per hour (2 hour minimum)

Large Meeting Room North or Large Meeting Room South

\$50 per hour (2 hour minimum)

Capacity: 81 seated, 162 standing, 40 to 60 people seated at a maximum of 20 tables

Room features:

- Tables and chairs
- Data Projector (with library-supplied VGA cable and HDMI to VGA Converter)
- Wireless internet
- Kitchen - \$25 additional per hour (2 hour minimum)

The Bonnie Finn Board Room

\$25 per hour (1 hour minimum)

Capacity: 12 seated

Room features:

- Conference table and Chairs
- Wireless internet
- Data projector (with library-supplied VGA cable or HDMI cable)
- Windows desktop computer

Jim and Becky Wilkes Technology Center (Computer Lab)

All groups: \$200 per hour (2 hour minimum)

Maximum Occupancy: 20 students and 2 instructors

Room features:

- 20 student computer workstations
- 1 instructor computer workstation
- 3 large plasma screen which display images from the instructor's computer
- Whiteboard (renter must supply markers)