



# Bedford Public Library

## Meeting Room Reservation Guideline

### Purpose

Meeting rooms at the Bedford Public Library are primarily intended to provide space for Library and City programs, events, and meetings. When not in use by the Library or City, they are available only to Bedford homeowner associations, HEB non-profits, and HEB youth organizations to reserve in accordance with this Guideline.

To make a meeting room reservation request, visit <http://bedfordlibrary.org/book-a-meeting-room> to complete the online request application.

Meeting Room Fee Table

	Meeting Room North OR South	Meeting Room North & South Combined	Bonnie Finn Conference Room
<b>Maximum occupancy<sup>1</sup></b>	81 seated & no tables 162 standing 36-54 people seated with max. 18 tables	162 seated & no tables 324 standing 72-108 people seated with max. 36 tables	14 seated at conference table + 6 additional seats against the wall
<b>A/V</b>	<b>A/V Fee: \$100 per reservation</b> A/V is only available Monday through Thursday. A/V equipment available in Meeting Room: projector, screen, and/or a wired microphone. A/V available in Bonnie Finn Room: projector, screen, and/or Windows desktop computer. Other equipment will <i>not</i> be supplied (e.g. laptop, cords, adapters, etc.).		
<b>Features</b>	Tables and chairs Wireless internet	Tables and chairs Wireless internet	Conference table & chairs Wireless internet
<b>Late Fee</b>	The Applicant will be charged a late fee of \$50 per every 15 minutes the Applicant and/or attendees remain in the meeting space beyond the agreed-upon end time. E.g. If the reservation ends at 2 p.m. but the Applicant has not cleaned, vacated, and checked-out with Library staff until 2:23 p.m., the Applicant will be charged \$100. Late minutes will be rounded to the nearest 15-minute interval.		
<b>Damage/Clean-up Fee</b>	See Item 5.5: Applicant 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 (3) days of an event and attempt 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.		

<sup>1</sup> The number of people in a room must not exceed the maximum occupancy quantity as established by City of Bedford Fire Codes.

## Requesting a Room Reservation

- 1.1 Bedford Public Library meeting spaces are available to reserve on a first come, first served basis and only during BPL operating hours. Reservation requests must be submitted no earlier than 30 days in advance and no later than 48 hours in advance of the meeting date. No more than six (6) reservations are permitted by any one individual or organization in a calendar year. Reservations are not transferable from one individual or organization to another.
- 1.2 The Library will only consider reservation requests from Bedford homeowner associations, HEB non-profits, and HEB youth organizations. All non-profit groups must present written verification of their non-profit status within the Hurst-Euless-Bedford area.
- 1.3 All reservations are subject to cancellation in the instance that the Library or City require the room for its purposes or an exceptional event, like inclement weather, occurs. In such cases, the Library will notify the Applicant as early as is feasible. The Applicant will be given the opportunity to reschedule the event. If no suitable date can be found, a full refund will be made if the Applicant paid for A/V use.
- 1.4 Library staff will respond to room reservation requests within five (5) business days of the request submission. The Library reserves the right to refuse any reservation request.
- 1.5 The Applicant (i.e. person submitting the reservation request) must be both an adult of at least 18 years and an authorized representative of the organization holding the meeting.
- 1.6 A reservation is not complete until the Applicant receives confirmation from Library staff that the request has been processed and that the reservation has been approved. A/V equipment will not be available until the Applicant has paid the A/V fee in full.
- 1.7 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 to receive a full refund of A/V fee, if paid. Failure to cancel at least 48 hours in advance of the scheduled reservation will result in forfeiture of the fee. If the Applicant does not arrive within 30 minutes after the reservation's agreed-upon start time, the Library will cancel/deny all future reservations.
- 1.8 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.
- 1.9 Use of the Library's phone number as a contact for any meeting/event held at the Library, including but not limited to written, verbal, or online event promotions, is prohibited without prior approval by the Library Director or a Library Supervisor. 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.
- 1.10 After approval, any publicity or marketing materials that include the Library's name and contact information must include the disclaimer: "This event is not sponsored by the Bedford Public Library or the City of Bedford."
- 1.11 Use of the Meeting Room may be offered as a part of sponsorship packages or as silent auction items at the discretion of the Library Director.
- 1.12 The Library reserves the right to have a staff member present at any event held in the Library.
- 1.13 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 Applicant is responsible for this expense and should make appropriate payment arrangements separately from the Library's fee.



## Check-in & Room Set-Up

- 2.1 Upon arrival on the day of the event, the Applicant must check in at the Information Desk and give a staff member their Driver License or state-issued ID card to hold until the event is over. This ensures that the Applicant returns to the Information Desk to complete check-out procedures with a staff member. The Driver License will be returned to the Applicant upon check-out.
- 2.2 All event attendees and participants are subject to the rules for acceptable and appropriate behavior outlined in the Library's Code of Conduct and Responsibilities, found at [www.bedfordlibrary.org](http://www.bedfordlibrary.org) under Administrative Guidelines. Engaging in conduct that disrupts or interferes with the normal operation of the Library, or disturbs staff and library users is prohibited.
- 2.3 Applicants are responsible for all set-up, including tables and chairs, and clean-up, all of which must take place during the reservation period. Applicants are permitted to rearrange meeting room furniture, as long as the room is returned to its original configuration. It is the Applicant's responsibility to let the Library know at least a day in advance if more tables and chairs than the room includes by default will be needed, though that request may not be fulfilled if it would create an unsafe or inaccessible environment or if additional tables/chairs are not available. Keep in mind, the number of attendees cannot exceed the maximum occupancy of the room as indicated in the *Meeting Room Fee Table* on page 1.

## Restrictions: Decorations, Food, & Drink

- 3.1 No physical changes to the rooms shall be allowed except for temporary rearrangement of furniture.
- 3.2 Any decorative materials must be approved by the Library. Attaching or adhering anything to the walls is prohibited. Open flames are prohibited. The Applicant shall not attach nor remove anything from the walls, furniture, or other equipment without prior authorization. Should authorization be granted, Library staff will dictate the method of attaching materials. Items on display or exhibits may not be disturbed.
- 3.3 Extension cords, if needed, must be provided by the Applicant and must be used in a safe manner (e.g. no cords across aisles or walkways). Use of heavy-duty and outdoor extension cords must be pre-approved by Library staff.
- 3.4 Refreshments may be served. Alcoholic beverages are prohibited unless the event is a Library or City-sponsored event held after Library operating hours.
- 3.5 Smoking and vaping are prohibited.
- 3.6 Kitchen facilities must be left in a clean and orderly condition.
  - 3.6.1 The Meeting Room Kitchen has counter/prep space, a microwave, and a sink available for use.
  - 3.6.2 All food and items that are stored in the cabinets, drawers, and refrigerator are Library property and are not for use by the Applicant/attendees. The Applicant must supply their own utensils, equipment, plates, cups, etc. If the Applicant will need to store food or drink in the refrigerator, Library staff must be notified at least three (3) days prior to the reservation to determine if that request can be fulfilled.
- 3.7 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.

## Meeting Room A/V Equipment

- 4.1 The Applicant must pay \$100 for the use of the Library's A/V equipment. This A/V fee is assessed in consideration of staff time and the wear and tear of the equipment.



- 4.2 Library A/V equipment includes the use of a projector, screen, and wired microphone in the Meeting Room; and a projector, whiteboard screen, and desktop Windows computer in the Bonnie Finn Conference Room.
- 4.3 The Library does not provide additional equipment such as a laptop, HDMI cable, VGA cable, etc. These items must be supplied by the Applicant.
- 4.4 Due to staffing levels, use of the Library's A/V equipment is only available for reservations on Mondays, Tuesday, Wednesdays, and Thursdays. A/V is not available for reservations on Fridays, Saturdays, and Sundays.
- 4.5 If A/V equipment is needed for a reservation on the approved days listed above, the Applicant should send an email to [lib.rooms@bedfordtx.gov](mailto:lib.rooms@bedfordtx.gov) or contact the Library at 817-952-2350 at least a day in advance of the reservation date to make an appointment to test the Library's equipment with the Applicant's equipment to ensure they are compatible. Library staff might not be available to assist the Applicant with troubleshooting technical issues if they occur during the meeting.

### Check-Out

- 5.1 The room must be returned to its original state and completely vacated by the agreed-upon end time of the reservation. For meetings near the end of the Library operating day, the room must be cleaned and vacated at least 15 minutes before the Library closes. The Applicant will be charged a late fee of \$50 per every 15 minutes the Applicant and/or attendees remain in the meeting space beyond the agreed-upon end time (see *Meeting Room Fee Table* on p. 1).
- 5.2 The Applicant is responsible for returning the furniture to its original configuration and any additional tables and chairs used during the meeting to the appropriate storage areas. The Applicant agrees to leave the premises in good condition. A vacuum, broom, and dust pan are available in the Meeting Room kitchen. Trash bags and any other required cleaning supplies must be supplied by the Applicant.
- 5.3 The Library reserves the right to refuse subsequent meeting reservations if the Applicant and/or occupants do not vacate by the end of the confirmed reservation time or if the room is left untidy.
- 5.4 After the room is entirely vacated, the Applicant should go to the Information Desk to retrieve their photo I.D. given at check-in and to allow Library staff to complete the check-out process, turn off the A/V equipment (if applicable), and lock the room.
- 5.5 The Applicant 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 (3) days of an event and attempt to notify the Applicant of any damages within this same period. The Applicant assumes all costs for repair and/or replacement based on the City of Bedford's assessment of damages. If the room is left unclean or any damaged is assessed, the Applicant and their group will have all future reservations canceled and denied.

**The Applicant 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.**

