

FRISCO PUBLIC LIBRARY

Meeting Room Application

Staff Member _____ Today's Date _____

Organization name _____

Purpose of meeting/activity _____

Anticipated audience (approx.): _____

Date requested _____ from _____ (a.m. / p.m.)

Primary Contact: _____ Phone: _____

Address: _____

May we publicize your meeting? Yes _____ No _____

ROOM REQUESTED: (Check requested facilities):

Vivian Stark McCallum Room (seats up to 100) _____

Study Room (Seats 4-5 around table) _____

May need assistance with SET UP _____ (Describe or draw on back of page)

May need assistance with EQUIPMENT _____

Available Podium / Lectern _____ Projector _____

Projection Screen _____ Video/DVD Player _____

Applicants should return equipment in good condition and restore the room to order. Failure to do so may result in the loss of meeting room privileges and / or a fee for damages.

Will food be served at your meeting? Yes _____ No _____

Will glue, scissors, markers be used? Yes _____ No _____

I have read and understand the Frisco Public Library Meeting Room Policy and Procedures. Participants in this meeting may attend without charge. Meeting will plan to conclude 15 minutes before scheduled closing.

Signature _____

Library Administrator Approval _____

POLICIES AND PROCEDURES FOR THE FRISCO PUBLIC LIBRARY MEETING ROOMS

1. STATEMENT OF PURPOSE – MEETING SPACES

1. a. The City of Frisco created the Frisco Public Library and designated all the meeting spaces and display areas for educational and cultural activities supporting the Library's program.
2. b. Only under the special conditions listed below may community organizations use these areas for meetings or for displays.
3. c. Library sponsored support organizations such as the Friends of the Frisco Public Library ("Friends") and Foundation are largely exempted from these guidelines.
- 4.

2. GENERAL MEETING GUIDELINES

After the Library schedules its programs and displays, other educational or cultural community organizations that are non-profit, non-partisan, and non-sectarian may apply to use a room or display area. The following general guidelines apply to such groups:

5. a. The facility is available only during library service hours (this includes all set-up and take-down time). Meetings must conclude at least fifteen minutes prior to the closing of the Library.
6. b. To use any space, organizations must apply in writing using the forms available at the Library Circulation Desk. (The Library limits standing reservations and will not host regular meetings to give all groups equal access.)
7. c. Groups using the rooms shall be responsible for setting up chairs, tables, and other equipment before the meeting, maintaining order during the meeting, taking down whatever they put up after the meeting, and seeing that the facility is neat and clean at the conclusion of the program.
8. d. Organizations may not charge admission, accept donations, nor take collections.
9. e. Organizations may not sell, offer, nor in any way advertise merchandise or service.
- 10.f. Organizations must open their programs to the public without exclusion.
- 11.g. Young people's groups must provide adequate supervision by adults.
- 12.h. Groups are responsible for providing their own equipment, other than chairs, tables, and a lectern.
- 13.i. Groups are responsible for enforcing the City's smoking ordinance, which does not permit smoking in any public area of the Library.
- 14.j. Groups must provide adequate protection for their program materials, exhibits, etc.
- 15.k. Organizations will hold harmless the Library and the City of Frisco of any damage suffered because of or resulting from use of the facility.
- 16.l. No reservation shall be legally binding. The Library Director may cancel any room reservation or display at any time, with or without cause.
- 17.m. Permission to meet or display in the Library does not constitute endorsement by the Library, the Foundation, or the Council of any aspect of a meeting or display.

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3. MEETING ROOM(S) -- OCCUPANCY

19.a. The Fire Marshal periodically establishes maximum capacities for library meeting spaces. These are outlined on the schedules in the appendices.

20.b. Organizations may serve light refreshments, but no alcoholic beverages. If they use a pantry facility, they are responsible for cleaning it thoroughly.

21.c. The Library Director shall annually review the library's needs for space and will allocate remaining space for the public following that determination.