Schertz Public Library
Meeting Room Policy

Schertz Public Library offers meeting rooms intended for community activities, meetings, and events. Public use of library meeting rooms is subject to room availability and compliance with this policy.

User Requirements

For free use of the meeting rooms, the user requesting a meeting room must:

- be 18 years of age or older
- have an active Schertz Public Library card in good standing
- reside in the Library's service areas (Cities of Schertz, Selma, or Cibolo; or Guadalupe County)
- agree to be the person responsible for checking in/out of the meeting room

Users who do not reside within the Library's service areas are required to pay a meeting room rental fee of $50.00 per reservation, which must be paid in-person prior to their reservation start time. Users will need to have an active Schertz Public Library card to request a reservation.

Acceptable Use

Meeting rooms are designed to meet general informational, educational, cultural, and civic needs. No commercial, sales, or profit-making uses of the meeting rooms are allowed, nor can the rooms be used for private parties.

With the exception of library-sponsored or co-sponsored events, no fees or donations may be solicited or collected for admission to, or participation in, any such program, meeting or event, nor may any sales be conducted, or any business conducted which is entrepreneurial in nature or intended to realize profit for the sponsoring individual, group, or organization.

Acceptable usage of the Library's meeting rooms includes, but is not limited to:

- Library-sponsored activities and programs
- Displays, exhibits, or film screenings
- City of Schertz programs and meetings
- Civic, cultural, educational, and informational programs and workshops
- Meetings for community service organizations and other civic, recreational, or educational groups
- Non-partisan political events such as public forums open to all candidates or town hall meetings held by current elected officials
- Religious study groups

Unacceptable usage of the Library's meeting rooms includes, but is not limited to:

- Meetings or campaigns that directly support a political issue or candidate
- Private parties, such as birthdays, weddings, showers, banquets, dances, family reunions, etc.
- Religious services
- Commercial uses, i.e. where personal or business profits are the main purpose of the meeting or event

Library management is authorized to determine the appropriate use of the rooms and may deny use upon violation of any policy, rule or procedure. Library staff retains the right to attend or observe any meetings or events to ensure compliance with this policy.

Reservation Requests

Requests to reserve a meeting room may be submitted through the Library's online reservation system. Users who are unable to submit a request online may contact the library by phone or email, and staff will enter the reservation request on their behalf. Requests will be honored on a first-come, first-served basis.

Applicants should not assume that a reservation is approved upon submission of the online form; meeting room reservations are only considered confirmed upon approval by library staff assigned to manage meeting room scheduling.

Groups may reserve a meeting room subject to the following limitations:

- A single reservation may not exceed six (6) hours
- Reservations must be requested at least seven (7) business days in advance, if reserved online
- Reservations may be requested no more than three (3) months in advance
- Each group or individual is limited to twelve (12) reservations per calendar year
- Reservations must include setup and breakdown time

Applicants will be contacted once the reservation request is reviewed and approved by staff. Applicants are responsible for making sure their reservation is confirmed. If applicable, rental fees must be paid prior to the use of the room.

Inclusion of false information in the meeting room reservation will result in automatic and immediate revocation of permission.

User Responsibilities

Meeting room users must follow the Guest Behavior Policy and all other Library policies. The individual listed as the main contact on the reservation must be present and is responsible for

the group's use of the room. Users are responsible for maintaining the condition of the room and following the requirements outlined below.

Checking In/Out

Groups are responsible for visiting a service desk to check in/out of the meeting room at the beginning and end of their reservation. The SPL library card or photo ID of the reservation holder must be presented upon check-in, and any rental fees must be paid (if applicable).

Groups will not be permitted to enter the room prior to their reservation start time, so the requested reservation time should include sufficient time for setup and breakdown/cleanup activities.

Activities in the meeting rooms must end at least 15 minutes before the Library closes, and meeting rooms must be completely vacated before the Library's closing time. A fee of $25.00 per hour may be charged for meetings that continue past the Library's closing time.

Room Capacities

Attendance may not exceed the following room capacities:

- Meeting Room 1
    - 48 theater style (chairs only)
    - 20 conference style (10 tables, 20 chairs)
- Meeting Room 2
    - 40 theater style (chairs only)
    - 16 conference style (8 tables, 16 chairs)

Cleanliness & Damage

Meeting rooms and other Library spaces must be left neat, clean, and undamaged.

Nothing may be taped, tacked, stapled, or otherwise adhered to meeting room walls. Users must remove any trash that exceeds the capacity of the provided receptacles.

Furniture & Equipment

Groups are responsible for setting up furniture to their preference; furniture must be returned to its original arrangement at the end of the reservation. Groups should include sufficient time for setup and breakdown/cleanup when making their reservation request.

Library furniture or equipment may not be brought into meeting rooms. Groups are responsible for any damage to library furniture or equipment resulting from their use of the meeting room.

Personal furniture or equipment requires prior approval and should be arranged at the time of scheduling. Seating, signage, or other furniture may not be placed in entryways or areas outside meeting rooms.

The Library provides the projector remote and cables needed to connect personal devices to the projector. Library staff can provide basic assistance with connecting personal computers or devices to the projector. Staff availability for extended troubleshooting may be limited. The Library assumes no responsibility for the loss, theft, or damage of personal equipment brought into the Library.

Cancellations

Cancellations should be made as soon as possible, preferably at least three (3) days in advance. Reservations are automatically cancelled if the group does not arrive within 30 minutes of the scheduled start time.

After two (2) consecutive no-shows without notice, all future reservations may be forfeited until the individual or group contacts the Library to reschedule. Repeated failure to use reservations without timely cancellation may result in cancellation or denial of future reservations, at the discretion of library management.

The Library may cancel or reschedule confirmed reservations to accommodate library-sponsored or co-sponsored programs or due to unexpected circumstances. The Library may also change the assigned meeting room when necessary. In the event of an emergency closing, the Library may cancel reservations and will provide a full refund of any fees paid.

Distribution of Promotional Material

Public meetings and events held in the Library are not sponsored or co-sponsored by the Schertz Public Library unless library management has provided prior written approval. Unless sponsored or co-sponsored by the Library, promotional material for events held in the Library must include the statement: “This event is not sponsored by the Schertz Public Library.” A sample of promotional materials must be submitted to the Library for approval before distribution.

Users may not distribute personal or group literature, brochures, or other materials to patrons outside of the meeting room. Printed materials may not be left anywhere on library property without prior approval from library management and in accordance with applicable library policy.

Use of the Library’s meeting rooms does not constitute endorsement by the Library or the City of Schertz of the views or activities of meeting participants. Publicity or announcements must not imply Library or City sponsorship, endorsement, or affiliation.

Liability

Organizations and individuals using the meeting rooms are responsible for their own programs, activities, participants, and any claims or expenses arising from their use of library facilities. Use

of a meeting room does not make the Library or City a sponsor, partner, or responsible party for the event.

Sponsoring individuals and organizations agree to and shall indemnify, defend and hold harmless the City of Schertz and its appointed officials, boards, committees, agents and employees (collectively, the “City”) against all suits, actions, demands, damages, and expenses of any nature which may be brought or made against the City or which the City may pay, sustain, or incur by reason of the use of library facilities by sponsoring individuals or organizations.

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