



ARLINGTON PUBLIC LIBRARY SYSTEM

MEETING ROOM POLICY

The meeting rooms in all Arlington Public Libraries facilities are primarily for the use of the Library System for programs that promote Library services, or by the City of Arlington for City sponsored events. The following policies do not apply to Library events, Library-sponsored events or City of Arlington events held in Library meeting rooms.

When a meeting room is not in use by the Library or a City department, the meeting rooms are available on a first come, first served basis to groups and organizations as specified in this document. These uses are scheduled by a completed application, accompanied with a check covering the application- processing fee when applicable.

Use of the Library's meeting rooms does not constitute Library or City of Arlington endorsement or approval of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsement are not permitted.

1. Meeting rooms of the Arlington Public Library are designed to meet general informational, educational, cultural, and civic purposes.
 - Under the following guidelines, Library meeting rooms are available at times and locations that do not conflict with daily operations of the Library:
 - All meetings are open to the public
 - No admission is charged for those attending the meeting
 - No sale of goods or services nor the solicitation for future sales or services will be permitted without prior Library Administration approval. "Solicitation" is any act or attempt to advertise, market, or sell any product or service or to seek membership in any organization, or to obtain a donation/contribution. This includes the collection of "free-will" offerings. Public property, such as City of Arlington buildings, facilities, parking lots, grounds and other real property, is held in trust for the public. It is to be used for governmental and public purposes and governmental property is not to be used for private gain.
2. Meeting Room Usage Fees
 - Application Fee
 1. Central Library Admin Board Room and Branch Library Community Rooms.
 1. \$20.00 application processing fee (waived for non-profit groups with proof of non-profit status and for City of Arlington neighborhood associations that are registered with the Community Planning and Development's Neighborhood Network <http://www.arlingtontx.gov/planning/asni/index.html>
 - Hourly Rates
 1. \$15 per hour for the use of the Central Library Community Room
 2. \$15 per hour for the use of optional equipment for the Central Library Community Room and Administration Board Room
 3. No hourly rate for Branch Library Community Rooms
3. Acceptable usage of the Library's meeting rooms includes:
 - Library sponsored activities and programs
 - City of Arlington Department programs and meetings
 - Civic, cultural, educational and informational programs
4. Library public meeting rooms are not available for the following uses:

- Political campaign purposes (political forums are permitted)
 - Weddings and/or Showers
 - Family Reunions
 - Individual and private parties
 - Banquets
 - Dances
 - Commercial uses, i.e. where personal or business profits are the chief aim of the meeting
5. The following restrictions are applicable:
 - Per the City of Arlington Fire Department, attendees may not exceed the posted occupancy load for the meeting room as established by the City of Arlington Fire Marshal.
 - Facility users are responsible for checking for posted fire exits and evacuation procedures.
 - The Library reserves the right to cancel a reservation in the case of an emergency closing. A full refund of the processing fee will be provided.
 6. 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 Library Administration. 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.
 7. 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 Arlington Public Library."*
 8. Prior to the use of a Library Meeting room, Library Administration reserves the right to review any signage, decorations, or literature to be displayed in the meeting room for compliance with the meeting room policy. No signage may be affixed to the walls, woodwork, ceiling, windows, or furniture. Decorating is permitted, but certain types of decorations are prohibited. Restrictions include, but are not limited to:
 - Confetti
 - Burning Candles or incense, any type of open flame
 - Decorations incorporating metallic glitter
 - Nails, thumbtacks, or staples on any room surface
 - Tape on walls, ceilings, and woodwork
 9. All decorations and displays should be removed at the conclusion of the meeting.
 10. TV/DVD/VCR and overhead projector equipment is available for public use, but users will be held responsible for any reasonable repair or replacement costs for damaged or destroyed equipment. Not all locations have the same items available for use, nor will equipment be transferred from one location to another. See application for equipment available. Assistance with audio visual, internet access, and PC hardware/software is unavailable on items not supplied by the Library. Music or other audio must be limited in volume as to not disturb other library users.
 11. Upon arrival, the applicant must inquire at the Public Services desk to speak with the Library Supervisor on duty to gain access to the room, furniture, and all equipment requested.
 12. The applicant and/or organization are responsible for any and all damages to the meeting room and/or equipment. Library property stored in the meeting rooms shall not be removed or transferred to other areas.
 13. The Arlington Public Library reserves the right to revoke a reservation if the program or gathering is disruptive to the Library's normal course of business, is in violation of the adopted Rules Governing the Use of the Library, or in violation of the guidelines set forth in this Meeting Room Policy.
 14. Meetings will not generally be scheduled before or after Library hours. Group representatives may not enter Library buildings, nor will deliveries be accepted, before the regular opening time. The applicant is provided 30 minutes prior to the meeting for setup and 30 minutes following the meeting to stack up the tables and chairs and cleanup.

15. Upon completion of the meeting the applicant must inspect, with the Library Supervisor on duty, the premises and/or equipment used to ensure that all resources used are in as good a condition as existed prior to usage. The meeting room must be returned to the condition in which it was found and must be completely vacated prior to the Library's closing time, unless prior arrangements have been made with the Library Supervisor. Failure to comply with this regulation will result in forfeiture of future use of a meeting room.
16. Any equipment, furnishings, or belongings left by the applicant or those attending the meeting, shall be removed and placed in Library's lost and found. These items will be discarded after 90 days. The Library is not responsible for any items left on Library premises. There will be no payment or replacement for items lost by the organization or those in attendance. Insurance coverage is not provided.
17. Food or beverages may be served in all public use meeting rooms. No alcoholic beverages are allowed. All Arlington Public Library System facilities are non-smoking.

APPLICATION:

1. The person making the meeting room application shall be (ALL of the following):
 - A resident or property-owner of the City of Arlington
 - An Arlington Public Library card-holder, in good standing
 - An authorized representative of the organization holding the meeting
 - In attendance at the requested meeting
 - Held accountable for restoring the room to setup condition and for any damages to the room or to Library equipment
2. An application for meeting room use can be submitted four ways:
 - In person
 - By fax
 - By mail
 - Online (link available on library's website)

An application must be accompanied by full payment of the \$20.00 application-processing fee, when applicable, or proof of non-profit status. A tentative booking securing the room for 48 hours is available for users requiring extra time to complete the process, such as those booking the room by phone. A user may also submit the application by mail, however, no extra time will be allotted for mail delivery, and the reservation will not be considered complete until delivered to the appropriate Library location. If the application and payment are not received within the 48-hour time limit, the tentative reservation will be cancelled, and the room will be considered open for other applicants.

3. Standing reservations for monthly meetings may be scheduled for a three-month time period, weekly meetings may be scheduled for a one-month time period. Applicants may have three active reservations at any given time within the Library system. Applicants may reapply for use of the room upon successful completion of any meeting during the initial reservation time block.

APPROVAL AND EXCEPTION:

1. Reservations are approved on a first come, first served basis
2. The Library Director shall have final authority regarding use of Library meeting rooms and/or cancellation or discontinuance of meeting room reservations.

The Arlington Public Library Meeting Room Policy can be found on the Library's web site www.ArlingtonLibrary.org. Contact any Library location to have the policy and application mailed or faxed upon request.



ARLINGTON PUBLIC LIBRARY SYSTEM

MEETING ROOM APPLICATION

Date of application _____

Event Name _____

Event Description _____

Date and Time (Include set-up and take-down time)

Applicants may have three active reservations at any given time within the Library system

Date	Start time	End time
Date	Start time	End time
Date	Start time	End time

Select a Meeting Room (See **Meeting Room Prices** for fee schedule)

Central Library Meeting Rooms <input type="checkbox"/> Central Library Community Room <input type="checkbox"/> Central Library Admin Board Room* *The Admin Board Room is available to the public after 5:30 p.m. Monday through Thursday and during normal library business hours Saturday and Sunday. <input type="checkbox"/> Add optional equipment?	Branch Library Meeting Rooms <input type="checkbox"/> Lake Arlington Community Room <input type="checkbox"/> Northeast Community Room <input type="checkbox"/> Southeast Community Room <input type="checkbox"/> Southwest Community Room <input type="checkbox"/> Woodland West Community Room Total Meeting Room Fee: _____
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Contact

Contact Name _____	Library card # _____
Phone # _____	Email _____
Organization Name _____	
Type of Organization	
<input type="checkbox"/> Non-Profits & Arlington Neighborhood Associations	<input type="checkbox"/> Other Government Agency
<input type="checkbox"/> City of Arlington	<input type="checkbox"/> Other

Meeting Room Usage Policy

After reviewing the policy I acknowledge:

- My meeting is open to the public.
- No admission will be charged.
- No fundraising, sale of goods or services, or the solicitation for future sales or services take place during my meeting.
- I am a resident or property-owner of the City of Arlington.
- I have Arlington Public Library account in good standing.
- I am an authorized representative of the organization holding the meeting.
- I will attend the meeting.
- I understand that I will be held accountable for restoring the room to setup condition and for any damages to the room or to Library equipment.

Signature _____ Date _____

Library Staff Use Only: Processed by _____

Meeting Room Prices

Room	Non-Profits & Arlington Neighborhood Associations	Other Organizations	Optional Equipment
Central Community Room	\$15 per hour	\$15 per hour	LCD Projector, TV/DVD player
Central Admin Board Room	application fee waived*	\$20 application fee	55" LED Monitor with Internet connectivity, TV/Blu-ray player
Branch Library rooms	application fee waived*	\$20 application fee	TV/DVD player

* The \$20 Application Fee is waived for groups with IRS Non-Profit determination documentation and for Arlington Neighborhood Association groups registered with the Arlington Strong Neighborhood Initiative. If you are unsure, check with your group's secretary or treasurer.

Optional equipment: A \$15 per hour equipment rental fee will be assessed for the Central Community Room & Central Admin Board Room. Branch Library rooms come with complimentary use of a TV/DVD player.

Library Contact and Information

<p>George W. Hawkes Central Library 101 East Abram Street Arlington, TX 76010 (817) 459-6900 (817) 459-6902 fax Community Room Occupancy – 197 Admin Board Room – Seats 25</p>	<p>Southeast Branch Library 900 SE Green Oaks Blvd. Arlington, TX 76018 (817) 459-6395 (817) 472-6495 fax Occupancy – 150</p>
<p>Lake Arlington Branch Library 4000 S.W. Green Oaks Blvd. Arlington, TX 76016 (817) 478-3762 (817) 561-9823 fax Occupancy - 66</p>	<p>Southwest Branch Library 3311 SE Green Oaks Blvd. Arlington, TX 76017 (817) 459-6386 (817) 419-7984 fax Occupancy – 150</p>
<p>Northeast Branch Library 1905 E. Brown Blvd. Arlington, TX 76006 (817) 277-5573 (817) 276-8649 fax Occupancy – 107</p>	<p>Woodland West Branch Library 2837 W. Park Row Arlington, TX 76013 (817) 277-5265 (817) 795-4741 fax Occupancy - 18</p>