

**Dustin Michael Sekula Memorial Library MEETING
ROOM POLICIES AND APPLICATION**

A meeting room is available in the Dustin Michael Sekula Memorial Library primarily to be used for library-related activities and other events co-sponsored by the library. These activities receive priority above other groups who wish to reserve the room. When the room is not in use for library-related activities, non-profit organizations may reserve the room. *Effective November, 2015, organizations claiming non-profit status will be asked to provide a copy of their IRS Form 501(c) (3), Articles of Incorporation, or a Tax Exempt Certificate.*

Use of the meeting room does not imply endorsement support or co-sponsorship by the Dustin Michael Sekula Memorial Library. The Library's phone number may not be used for any non-library related event.

The room is not intended to serve as a permanent or regular public meeting location for any group. The room may be reserved for one-time programs only rather than for ongoing, regularly scheduled meetings, in order to keep the room as open as possible for library functions. *Use of a space with a frequency of once a month or greater will be considered a regularly scheduled meeting and thus will not be permitted.*

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A representative from the group must read and initial the following rules in the space provided and complete the registration form.

1. I represent a non-profit community group devoted to educational, civic, welfare, or cultural activities. I understand that I may be held legally and financially responsible for any damage to the Library or library equipment that has been caused by my organization while using the Meeting Room. INITIALS_____

2. I understand that the group reserving the Meeting Room must not be affiliated with profit-making or partisan political sponsorship, must not be organized for the benefit of private individuals, must not meet for sectarian religious services or instruction, must not use the meeting room for private parties or celebrations or as a private club member, and **must not charge admission to the program.** INITIALS_____

3. I understand that the Adult Meeting Room is only available for use: Monday through Thursday from 8:30 AM - 8:30 PM, Fridays from 12:00 noon – 4:00 PM Saturdays from 11:30 AM - 2:30 PM, Sundays from 1:30 PM - 4:30 PM.

The room must be completely vacated by all members of the group a **half-hour before the library closes.** INITIALS_____

4. I understand that the Meeting Room **must be reserved at least seventy-two hours, but no more than one month in advance of the proposed meeting.** Cancellations or changes in arrangements must be made at least 24 hours in advance of the beginning of the scheduled meeting. INITIALS_____

5. I understand that the Meeting Room is limited to occupancy of a maximum of 150 people in order not to exceed building code limitations. *150 auditorium style, 75 classroom style and 60 U-shaped set-up.* INITIALS_____

6. I understand that food and beverages must remain in the Meeting Room at all times. I understand that alcoholic beverages and smoking are both prohibited.

7. Furniture may not be moved once set up has been made by library personnel. *Users are responsible for cleaning up before leaving.* All items brought in for event must be taken immediately after the event. **INITIALS**_____

8. I understand that materials may not be fastened to the wall except where provided for by the library. Groups are restricted from placing signs, flyers, or other materials in any other part of the library. **INITIALS**_____

9. I understand that noise levels in the Adult Meeting Room should be kept to a minimum so that other library patrons and staff are not disturbed. Meeting room programs should not interfere with library operations. **INITIALS**_____

10. I understand that application for use by minors must be made by an adult aged eighteen or over who will assume responsibility for adherence to library rules. The adult must be present during the entire meeting. **INITIALS**_____

11. There is some audiovisual equipment available in conjunction with the use of the Meeting Room. I understand that it is the responsibility of the group to operate the equipment and that library staff members may not be available to assist with the use of the equipment.
INITIALS_____

12. I understand that neither the Dustin M. Sekula Memorial Library personnel nor the City of Edinburg can be responsible for damage, loss, or disappearance of property or for injury to persons in connection with the use of the premises or equipment.
INITIALS_____

13. The library retains the right to deny the space to any user whose planned use of the space does not comply with these terms. **The library reserves the right to cancel a reservation with no less than 48 hours notice, if the space is required for use by the library or a library related organization.** **INITIALS**_____

14. I understand that as the group's representative, I am responsible for reading and imparting the rules and policies for use of the Meeting Room to group members. I understand that if rules are not adhered to or are abused in any way, the group may be denied future use of the room.
INITIALS_____

15. **Failure to abide by all rules will result in a warning letter advising the group of their violation. A second violation will result in loss of future meeting room use.**
INITIALS_____

The final decision on appropriate use of the meeting room is at the discretion of the Library Director.

The use of the meeting room is free of charge however, donations are welcomed and appreciated.

Approved and adopted by the Dustin M. Sekula Memorial Library Advisory Board on Nov. 12, 2015



Dustin Michael Sekula Memorial Library
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(956) 383-6246 Fax: (956) 318 -3123
www.edinburglibrary.us

MEETING ROOM APPLICATION

Organization: _____

Contact Name: _____ phone _____ email _____

Function Name: _____ Date _____

of Function: _____ Time of _____

Function: Set up/Registration: _____ Function start: _____ Function end: _____
(NOTE: GROUPS CANNOT ACCESS THE ROOM UNTIL THE LIBRARY IS OPEN AND THE ROOM MUST BE IN ORDER AND COMPLETELY VACANT A HALF-HOUR BEFORE THE LIBRARY CLOSES)

Number of Participants Expected: _____

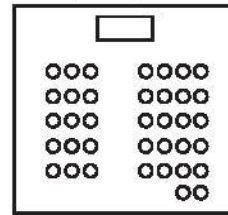
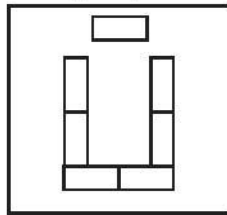
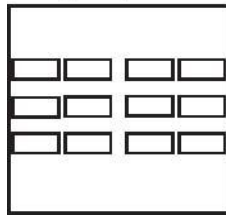
Room Set-up (check appropriate configuration below)

Instructor table Refreshment table

Classroom
capacity: 80

U-shape
capacity: 60

Auditorium
capacity: 150



For smaller groups we may have the computer training room available.

I have read the Dustin Michael Sekula Memorial Libraries meeting room policy and I have initialed all sections of the policy. I promise to adhere to all meeting room rules. I declare that the organization listed above is non-profit, non-partisan, non-sectarian, and not affiliated with any political group. I understand that I will be held financially and legally responsible for any rules that are not followed and for any damages to the Dustin Michael Sekula Memorial Library or equipment owned by the Dustin Michael Sekula Memorial Library.

Signature _____

Date _____ Staff Initials _____

Dustin Michael Sekula Memorial Library
Parking Limitations Statement
For Meeting Room Use

As authorized representative, I am aware that although there is limited parking available at the Dustin Michael Sekula Memorial Library. I am also aware and acknowledge that there is overflow parking on Palm Drive in front of the Activity Center and I will make all workshop/training attendees aware of the parking availability.

Persons attending scheduled meetings may park in the library parking lot and in the Library overflow parking.

No parking is allowed in the bank parking lot. Parking on private property could result in the vehicle(s) being towed away

The use of the bank parking lot by any scheduled meeting attendee may hinder any future use of the library meeting room by the scheduled organization.

Signature of Representative Date

