

301 Program Room Use Policy

(Approved by Library Advisory Board March 2006)

301.1 The program/conference rooms of the Plano Public Library System (PPLS) are primarily for library programs or for approved, non-profit educational, civic, and cultural organizations.

301.2 **Types of Groups and/or Activities for Which the Program/ Conference Rooms May be Reserved**

A. Library supportive programs receive first consideration in scheduling program/conference room events. The program/conference rooms are designed to include activities such as discussion groups, panels, lectures, storytelling, and puppet shows.

B. **The program/conference rooms may be reserved only by Plano residents who have a PPLS library card.** No admission charge can be imposed. Use of the rooms is limited to non-profit, educational, civic, and cultural groups.

Examples of educational, civic, and cultural groups are: book clubs, homeowners associations, or learning/educational groups meeting to discuss a topic.

Use of the room will not be granted for meetings, which are COMMERCIAL or SOCIAL in their purpose.

Examples of commercial are: having personal or business profits as a chief aim for the meeting. Student recitals of for-profit teachers are interpreted to be commercial/social. Labor organizations will be interpreted to be commercial meetings.

Examples of social are: birthday, anniversary, going away, or retirement parties. Student recitals of for-profit teachers are interpreted to be commercial/social. Also included are wedding receptions and/or parties held to honor a particular person or holiday.

C. Due to limits of time and space, regular meetings of organizations such as the Girl Scouts, Boy Scouts, Campfire Girls, etc. that are held for purposes of children's activities will not be granted the use of the program/conference rooms. Administrative planning meetings and ceremonies of these groups will be permitted.

Program/Conference Room Reservations

- A. Requests for a room can be made in person at the library or remotely by accessing the online reservation system at www.planolibrary.org. The Plano resident completing the application shall be the formal representative and agent while the facility is being used.
- B. The Director of Libraries' designee shall approve eligible applications on a first come, first served basis. Persons and organizations are limited to reservations of no more than one per calendar month by any individual or organization, whether the reservation is made individually or in combination with another user. Reservations may not be made more than 90 days in advance of the requested date. Notice of cancellation will be given at least 24 hours in advance of a scheduled program. Failure to do this may result in the refusal of future use. If a room is available, a group may book a room up to seven (7) days in advance even though they have another reservation for that month. Additional reservations are on a first come, first served basis.
- C. Reservations will be revoked if the library determines in its sole discretion the program room use is not in compliance with this policy and any expenses incurred by a group booking the program room will be that group's responsibility.
- D. The library has the right to limit the number of hours an organization can use library facilities.
- E. Set-up and clean-up time must be included in the reservation time.
- F. Room use must be under the direct supervision of the adult making the reservation, or their designated representative, as stated on the reservation agreement.
- G. No group shall assign its space or reservation to another group.
- H. The library does not provide personnel to assist in handling the exhibits and other materials needed by groups using a program/conference room.
- I. No group shall book more than one room at a given time.

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Use of Program/Conference Rooms

- A. Organizations using any library facility are fully responsible for any damages based upon actual repair or replacement costs.
- B. The group or organization using a program/conference room shall be responsible for setting up chairs, tables, etc., and shall replace them in the location that each building designates.
- C. Groups must remove their equipment and supplies by the end of the reservation time. The library will not store nor be held responsible for any property and equipment left after the conclusion of any reservation.
- D. Nails, thumbtacks, etc. must not be used to attach decorations to the structure or to the furnishings. Decorations may be used on the tables only. No candles are permitted.
- E. Organizations using a library program/conference room may borrow library owned projectors or other equipment to be used while in the program/conference room. Requests are subject to availability of equipment.
- F. Kitchen facilities are available for the program rooms. Set-up and clean-up time must be included in the reservation time.
- G. Already prepared refreshments are allowed in the Parr Library conference room. Food is not allowed in all other library conference rooms. There are no kitchen facilities for the conference rooms.
- H. City ordinance prohibits tobacco products. Alcoholic beverages are not permitted.
- I. Equipment requiring voltage other than 110 volts will not be permitted.
- J. The program room must be vacated by closing time.
- K. Due to fire code regulations, the number of persons shall not exceed 100 in the Harrington Library program room; 70 in the Schimelpfenig Library program room; 10 in the Schimelpfenig Library conference room; 100 in the Haggard Library program room; 100 in the Davis Library program room; 10 in the Davis Library conference room, 100 in the Parr Library program room; and 25 in the Parr Library conference room.

Failure to comply with the above Policy will result in the denial of future program/conference room use. Questions regarding

interpretation of the above Policy will be decided by the Director of Libraries. An unfavorable decision may be appealed to the Library Advisory Board.