

(Excerpt from Keller Public Library Policy Manual 2019)

11. Meeting Room Use

Library meeting rooms are used primarily for library programming and events sponsored by the City of Keller. When not in use by the library or city, the meeting rooms may be available for reservation checkout by valid Keller or MetroSHARE library cardholders for qualifying groups including government agencies, nonprofit organizations, and community groups. Meeting rooms are not available for reservation checkout by political campaigns, profit-making companies, or by individuals for personal use. Meeting rooms are not available for parties, celebrations, or ceremonies. The library reserves the right to cancel a reservation checkout if the space is required for its own use or if library staff determines that the event has not been faithfully represented on an application.

The fees associated with meeting room reservation checkout are:

1-3 hour reservation checkout by Keller resident	FREE
1-3 hour reservation checkout by nonresident	\$25.00
Damage to room	cost of repair

Requests for reservation checkout must include:

- A completed Meeting Room Use Application for the organization
- A user agreement, signed by an individual with a valid Keller or MetroSHARE library card who will be present at the meeting.
- Any applicable fees associated with the reservation checkout

Room reservation checkouts may not exceed 3 hours, and organizations may reserve and check out one room per day up to 90 days in advance. Once the reservation is approved, library staff will notify the applicant in person or via email. If a reservation checkout must be cancelled, the library requests a 24-hour notice. Repeated failure to notify the library of a reservation checkout cancellation may result in denial of future use.

To claim a room reservation checkout, the meeting room applicants must present their library card to staff to check out the room. Users assume responsibility for replacement or repair of any damage to the equipment or accessories and agree to return the room to its original condition and furniture arrangement. Failure to do so will result in a \$10.00 fee for room cleaning or arranging.

Technical assistance with presentation equipment is limited, and users should provide their own computer and connections to access the equipment.

Once the meeting is complete, the user must return the room reservation card to library staff in person. Library staff will determine if the room is in original condition, assess any additional fees (if necessary) and then remove the reservation checkout from the user's library account.