

SUBJECT: Branch Library Meeting Rooms

Policy:

As a means to further its mission of impacting lives through information, imagination and ideas, the San Antonio Public Library offers use of meeting room space in branch libraries. These rooms may be used by members of the community for the presentation and exchange of information and opinions. The Library makes these rooms available on equal terms to all persons and groups, regardless of opinion or affiliation. By making a meeting room available as a forum, the Library does not sponsor or endorse the views of any group using the room.

Meeting rooms are defined as dedicated interior branch spaces designed for use for group public meetings, programming and presentations. Meeting rooms exclude spaces such as quiet rooms, grounds, pavilions, amphitheaters or other spaces used for special events.

Regulations:

1. Meeting rooms are primarily designed for San Antonio Public Library programs and use. When not in use by the Library, meeting rooms can be used, for a rental fee, by community groups and organizations.
2. Meetings and events which are sponsored by the Library in support of its mission and goals, or are sponsored by agencies of the Federal, State of Texas, City of San Antonio (COSA), and Bexar County government are exempt from rental fees. SAPL also provides meeting room space for neighborhood associations and community organizations registered with City of San Antonio's Department of Planning and Community Development, at no charge, when space is available.
3. Commercial entities and non-partnering non-profit organizations may rent meeting rooms at the rates identified on the San Antonio Public Library Fines and Fees schedule.
4. Reservations for the meeting room may be made no more than two (2) months in advance. Due to the limited space, use of the meeting room may be limited to once per calendar month per group.
5. Meeting rooms are available for public use during the public service hours.
6. Library reserves the right to cancel room reservations due to construction, elections, or unforeseen conflicts. Under these circumstances, Library staff will notify meeting room users in the event of cancellation. If an alternate date cannot be agreed upon, the group may request a refund for the fees already paid.
7. Meeting room availability may be requested by phone or in person, however, a reservation is not in place until payment has been made and a contract has been signed.
8. At library-sponsored events no admission fees may be charged; no products or services may be advertised or sold with the exception of non-profit organizations in a formal partnership with the Library and governmental agencies who may charge fees for classes and for class supplies, such as books or art materials.

9. Publicity issued by any group should not imply that their programs are sponsored, co-sponsored, endorsed or approved by the Library, unless written permission to do so has been previously given by the Library.
10. Events do not need to be open to the general public if a rental fee has been paid, however, Library staff or representatives will have free access to a meeting room at all times.
11. Meeting rooms are not generally for personal or family celebratory activities unless sponsored by the library or approved by the Director.
12. Meeting rooms shall not be used for the solicitation of business, for the sale of goods or services, for profit or for fundraising other than fundraising that supports the Library, unless specifically permitted by the Library. However, a commercial entity or professional practitioner may use a library meeting room to provide an educational program open to the general public related to his or her field of expertise. The individual or entity offering the program may not actively hand out business cards or brochures promoting any business, product or service and may not solicit personal information (names, addresses, phone numbers, etc.) from the program participants, either as part of a pre-registration process or during the program itself.
13. The Library does not provide audio-visual equipment for meeting room users with the exception of organizations that present programs through a formal partnership (a written agreement with the City or the Library), or that are themselves a government agency. Collaborative spaces designed for public use do not fall under this regulation.
14. The Library is not responsible for items or equipment left in the building before, during or after an event.
15. Refreshments may be served. Alcoholic beverages are permitted if prior written authorization has been given by the Library Director.
16. The Library reserves the right to review each prospective use and determine whether that use meets the guidelines of this policy. Use of the premises may be terminated at any time if the conduct of the group, or any member of the group, is disruptive to Library service, or abusive or dangerous to the building, library materials, exhibits, furnishings or individuals in the building.
17. Exceptions to this policy can be made at the discretion of the Library Director or his/her designee.

Approved: Library Board of Trustees – March 25, 2015

Jean Brady, Chair

Adopted April 27, 1994
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