

## Wells Branch Community Library District Meeting / Event Room(s) Policy

Meeting and event rooms are available at the Wells Branch Community Library to support library sponsored programs and events that further the goals of the library in accordance with our programming policy. Rooms are available during regular library hours only unless special arrangements are made with the Library Director. Users are limited to access to the facility only during the allotted time. A library representative may be present at any time the rooms are in use.

Friends of the Library and other community groups may request room usage through the Library Director. Programs must be open to all and in line with the library's mission statement and community relations goals.

Meeting and Event Room usage agreements must be executed by an adult at least 25 years of age who will be in attendance throughout the event and ensure adequate supervision. Groups using the rooms are required to set up their meeting, return furniture and equipment to its original location, and leave the room clean and in good condition. Exterior doors may not be left open and public areas cannot be used as overflow spaces. Cleaning supplies will be provided for the user's convenience. All supplies and equipment must be returned to the closet in good order when finished. The library cannot provide consumable supplies.

Groups using the rooms must comply with all WBCL regulations as well as all applicable state, local, and federal laws. The library is a public building and as such is a drug-free zone; therefore, recreational drug use is not permitted at any time on premises. Excessive consumption of alcohol, alcohol consumption by minors, smoking, possession of weapons, and all forms of violence are prohibited on the premises. All users are subject to Texas Alcoholic Beverage Commission regulations. Failure to comply with rules and procedures, including failure to properly clean and secure the building, may result in cancellation of future reservations and may incur a fee.

Policies for use of the rooms are established by the Board of Trustees and reviewed annually. Program proposal forms are available on the website or at the library. Completed forms can be returned to any library manager for consideration.