

**Irving Public Library**  
**Meeting Facility Reservation Form**

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**Rules and Policies:**

1. To reduce conflicts with Library programs, meeting room (s) may be reserved no more than sixty (60) days in advance and no less than seven (7) days in advance.
2. Meeting rooms may not be used for personal parties or events, i.e. bridal or baby showers or birthday parties.
3. Meetings must be held during the library's operating hours.
4. Meeting rooms are not available on Sundays.
5. Using or consuming alcoholic beverages, drugs, or other controlled substances in Library facilities is strictly prohibited. Smoking in Library facilities is strictly prohibited.
6. The Irving Public Library reserves the right to have a staff member present at any meeting held in a Library facility.
7. The Library has the right to limit the number of hours an organization may use library facilities.
8. No group or individual shall assign its space or reservation to another group or individual.
9. The Irving Public Library reserves the right to cancel or change a reservation due to events sponsored by or co-sponsored by the City of Irving. In such cases, fees will be refunded.
10. No physical changes are permitted in the meeting rooms except for arrangement of tables and chairs. No additional furniture or equipment other than audio-visual aids may be used without prior approval.
11. No storage of items at the libraries prior to a meeting is allowed.
12. Nails, thumbtacks, tape, etc. must not be used to attach decorations to the structure or to walls or furnishings. Decorations may be used on the tables only. No candles are permitted.
13. Library card provided for the reservation of a meeting room must be current, in good standing with no over-dues or fees.
14. No animals are allowed except for certified service animals.

15. You must have one of the following full-service card types in order to book a meeting space.

- Regular card
- Regular Non Resident
- New card
- New Non Resident
- Corporate Card

**Please read and initial:**

\_\_\_\_ 1. Food may be served in the meeting rooms, however, the Library does not furnish dishes, tablecloths or kitchen equipment. All food must be prepared by a licensed food service establishment. No potluck meals.

\_\_\_\_ 2. The individual who reserves meeting space and provides an Irving Public Library card must be in attendance. The individual must be at least 18 years of age and shall be responsible for any and all damages that may occur as a result of their use of the facility. This includes damages to personal property, Library property and injury to persons. Charges will be imposed on the individual's library card if use of the facilities results in damage to Library property. If not paid in a timely manner, the Library's collection agency will be notified. **The individual is also responsible for cleaning up the meeting room and leaving it in good order.**

\_\_\_\_ 3. Fundraising or collecting of money within the Library is prohibited unless it is to directly benefit the library. **NO** fees, payments for items sold, or donations may be collected from those attending the meeting either before, during or after.

\_\_\_\_ 4. Permission to use the meeting rooms shall not, in any way, constitute an endorsement of the group, its policies or activities, by the Irving Public Library or by the City of Irving. The library does not produce publicity materials for groups using the facilities. Meetings of outside groups are not included in the Library

publicity materials unless co-sponsored by the Library. In the event publicity concerning the meeting is circulated which lists the Library as the location, this disclaimer must be included: “This event is not sponsored by the Irving Public Library”.

\_\_\_ 5. All items pertaining to the meeting must be contained within the meeting room. No flyers, tables or chairs may be left outside the meeting space.

\_\_\_ 6. Noise such as music and amplified sound must be contained within the meeting room. If noise coming from the meeting interferes or disturbs library operations staff will intervene.

\_\_\_ 7. Library staff will not provide room set-up or technical support. If presentations are required for the meeting, individuals must provide their own laptop and cables.

\_\_\_ 8. Cancellation of a room reservation must be made at least twenty-four (24) hours in advance of the scheduled meeting. Failure to notify the library of a cancellation may result in forfeiture of the reservation fee and denial of future requests to schedule the meeting rooms. **Refunds for cancellation could take 2 to 4 weeks.**

\_\_\_ 9. The individual in charge of the meeting will provide a phone number as a point of contact for meeting information and directions on all publicity. **The Library’s phone number should not be included.**

\_\_\_ 10. All organizations or groups shall indemnify, defend and hold harmless the Irving Public Library and the City of Irving, its officers, agents and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from any negligent act, omission or error of the organization or group resulting in, relating to, or arising from the organization’s or group’s use of the Library meeting room.

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**Organization name:** \_\_\_\_\_

**Name of meeting:** \_\_\_\_\_

**Name of cardholder:** \_\_\_\_\_

**Library card number:** \_\_\_\_\_

**Contact phone number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Meeting Room Location Requested:**

\_\_\_ South Irving Library  Room #1  Room #2  Room #3  Board Room

\_\_\_ West Irving Library

\_\_\_ Valley Ranch Library

**Meeting date request:** \_\_\_\_\_ **Number of attendees:** \_\_\_\_\_

**Set-up time:** \_\_\_\_\_ **Meeting Start:** \_\_\_\_\_ **Meeting End:** \_\_\_\_\_

**Meeting times must coincide with normal Library hours of operation. The reserved time includes setup and clean up.**

**Equipment needs:**

Podium  Microphone  Projection Screen  Video Display (South)  Smart Board (West)

**Signature Required:**

I have read the Irving Public Library Meeting Facility Rules and Policies and understand I am responsible for my organization's adherence to these policies and informing members of my organization of the rules and policies governing facility use.

**Failure to follow these rules and policies may result in being asked to leave the facility without refund of payment and/or may prevent my organization from being able to use a Library meeting room in the future.**

\_\_\_\_\_

\_\_\_\_\_

Signature

Date

Office use only: Approved date: \_\_\_\_\_ Payment method: \_\_\_\_\_ Amount: \_\_\_\_\_