Meeting Facilities

The meetings rooms of the Irving Public Library System are *primarily* intended to support the goals of the Irving Public Library: to improve the community’s quality of life by providing access to information for lifelong learning and to provide space for ongoing activities of the Library. The Library’s meeting rooms are *secondarily* available to organizations and groups for the purpose of providing a meeting space for public use for a nominal fee.

The meeting rooms may be used by educational, civic, and cultural groups, as well as businesses and residents. No private parties, showers, recitals by students of for-profit teachers or meetings for the purpose of personal or business profits are allowed.

Permission to use the rooms shall not, in any way, constitute an endorsement of the group, its policies or activities, by the 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 they are 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."

Fundraising 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.

The Irving Public Library reserves the right to have a staff member present at any meeting held in a Library facility.

The library has the right to limit the number of people attending so as not to exceed occupancy levels. The library has the right to limit the number of hours an organization can use library facilities.

No group shall assign its space or reservation to another group.

Groups using Library meeting rooms are responsible for any possible copyright infringement; the Library disclaims any responsibility or liability resulting thereof.

Food may be served in the meetings rooms. All food must be prepared by a licensed food service establishment. The Library does not furnish dishes or kitchen equipment.

Using/consuming alcoholic beverages, drugs, or other controlled substances in Library facilities or on Library property is strictly prohibited.

Smoking in Library facilities or on Library property is strictly prohibited.

The Irving Public Library reserves the right to cancel or change a reservation due to events sponsored or co-sponsored by the City or Library. In such cases, fees will be refunded.