

## Library Meeting Room Use Policy

The meeting rooms of the Irving Public Library System are primarily intended to support the mission of the Irving Public Library 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. This policy applies to meetings that are reserved by outside organizations NOT to meetings that are sponsored or co-sponsored by the Library or the City.

1. The meeting rooms may be used by educational, civic, and cultural groups, as well as businesses and residents. No private parties, showers, recitals, concerts, or performances by individuals of for-profit organizations or meetings for any commercial usage are allowed.
2. Commercial uses or solicitation by "for-profit" organizations are not permitted. "Commercial usage", for purposes of this policy, is defined as activities where personal or business profits are the chief aim of the meeting. "Solicitation" is any act or attempt to advertise, market, or sell any product or service or to seek membership in any organization, or to obtain a donation/contribution. No sale of goods or services or the solicitation for future sales or services will be permitted by either for-profit or non-profit organizations. Fundraising activities are also prohibited.
3. Meeting rooms may not be used for political rallies or campaigns for specific partisan political issues or candidates. Debates or forums hosted by civic organizations are allowed.
4. 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.
5. 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."
6. The Library reserves the right to have a staff member present at any meeting held in a Library facility.
7. Use of Library meeting rooms will be revoked if, in the sole discretion of the Library, the person or entity reserving or using the meeting rooms fails to comply with local, state, or federal laws.
8. The Library has the right to limit the number of people attending so as not to exceed building occupancy levels and/or parking capacity.
9. The Library has the right to limit the number of hours an organization can use library facilities. In order to make the rooms available to more residents, the rooms may be reserved for no more than two events per month by the same group.
10. No group shall assign its space or reservation to another group. 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.

11. Food may be served in the meeting rooms. All food must be prepared by a licensed food service establishment or must be pre-packaged. The Library does not furnish dishes or kitchen equipment. It is the responsibility of the reserving organization to remove all food/catering items at the end of the event.

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

13. Meeting rooms shall not be rented for the purposes of physical exercise or strenuous activities or for any kind of direct healthcare service.

14. The Library reserves the right to cancel or change a reservation at any time without notice due to events sponsored or co-sponsored by the City or Library. In such cases, fees will be refunded.

15. The Library retains the right to deny the space to any user whose planned use of the space does not comply with this policy or to limit further reservations to users not complying with the terms of this policy.

16. All organizations or groups using Library meeting rooms shall, at their own cost, indemnify, defend and hold harmless the City of Irving, its officers, agents, and employees from and against any and all damages, claims, suits, actions, judgements, costs, and expenses (including reasonable attorneys' fees) of any kind, arising and resulting and accruing from any intentional or negligent act (including gross negligence), omission or error of the organization or group or any other activity by the organization or group using Library meeting rooms, regardless of the legal theory asserted and regardless of whether the damages or claims are fully known or appreciated at the time of the use of the Library meeting rooms resulting in or relating to personal injuries or property damage arising from the organization/group's use of the Library meeting room.