

POLICIES AND PROCEDURES FOR THE FRISCO PUBLIC LIBRARY MEETING ROOMS

1. STATEMENT OF PURPOSE – MEETING SPACES

- a. The City of Frisco created the Frisco Public Library and designated all the meeting spaces and display areas for educational and cultural activities supporting the Library's program.
- b. Only under the special conditions listed below may community organizations use these areas for meetings or for displays.
- c. Library sponsored support organizations such as the Friends of the Frisco Public Library ("Friends") and Foundation are largely exempted from these guidelines.

2. GENERAL MEETING GUIDELINES

After the Library schedules its programs and displays, other educational or cultural community organizations that are non-profit, non-partisan, and non-sectarian may apply to use a room or display area. The following general guidelines apply to such groups:

- a. The facility is available only during library service hours (this includes all set-up and take-down time). Meetings must conclude at least fifteen minutes prior to the closing of the Library.
- b. To use any space, organizations must apply in writing using the forms available at the Library Circulation Desk. (The Library limits standing reservations and will not host regular meetings to give all groups equal access.)
- c. Groups using the rooms shall be responsible for setting up chairs, tables, and other equipment before the meeting, maintaining order during the meeting, taking down whatever they put up after the meeting, and seeing that the facility is neat and clean at the conclusion of the program.
- d. Organizations may not charge admission, accept donations, nor take collections.
- e. Organizations may not sell, offer, nor in any way advertise merchandise or service.
- f. Organizations must open their programs to the public without exclusion.
- g. Young people's groups must provide adequate supervision by adults.
- h. Groups are responsible for providing their own equipment, other than chairs, tables, and a lectern.
- i. Groups are responsible for enforcing the City's smoking ordinance, which does not permit smoking in any public area of the Library.
- j. Groups must provide adequate protection for their program materials, exhibits, etc.
- k. Organizations will hold harmless the Library and the City of Frisco of any damage suffered because of or resulting from use of the facility.
- l. No reservation shall be legally binding. The Library Director may cancel any room reservation or display at any time, with or without cause.
- m. Permission to meet or display in the Library does not constitute endorsement by the Library, the Foundation, or the Council of any aspect of a meeting or display.

3. MEETING ROOM(S) -- OCCUPANCY

- a. The Fire Marshal periodically establishes maximum capacities for library meeting spaces. These are outlined on the schedules in the appendices.
- b. Organizations may serve light refreshments, but no alcoholic beverages. If they use a pantry facility, they are responsible for cleaning it thoroughly.
- c. The Library Director shall annually review the library's needs.