



Sachse Public Library

Policies For Use of the Library Meeting Room

1. Reservations must be made by telephone or in person with the Director of Library Services. Requests for the meeting room will be accepted no more than three months in advance. Only residents of Sachse may reserve the room and obtain the key.
2. The Meeting Room is available for regular business meetings, special meetings and programs of Sachse non-commercial organizations. The Sachse Librarian has the final approval in granting permission to use the meeting room for such activities. Use of the room for activities covered under #2 requires that the "User Information Sheet" be completed and submitted to the Sachse Librarian for approval.
3. Other uses and special uses of the Meeting Room are subject to advanced approval by the Sachse Library Board. Use of the room for commercial activities will not be allowed. Use of the room for activities not covered under #2 requires that the "User Information Sheet" be completed and submitted to the Library Board for approval at a regular monthly meeting of the Board.
4. Attendance at activities must be open to anyone without regard to race, creed, color, age, socio-economic or ethnic background.
5. The user is responsible for set-up of the room and clean-up before departure from the Library. The user is liable for damages occurring during his/her use of the room. A cash deposit (\$25 meetings only/\$50 if food is served) will be collected within one business day of the time the reservation is made. The deposit will be returned if the following conditions are met:
 - A. All tables, countertops, and ovens must be wiped clean.
 - B. All floors must be cleaned of debris.
 - C. All food brought in must be removed.
 - D. All trash cans must be emptied and trash carried out to the dumpster. Users will provide their own trash bags.
 - E. All restroom facilities must be left clean.
 - F. Under no circumstances will the users be allowed to attach anything to the walls or ceiling regardless of the fastener used.
 - G. Activities generating a level of noise that interferes with use of the library by patrons will not be permitted.

- H. City Ordinance designates the Library as a smoke-free facility.
 - I. All activities must be completed by 10:00 p.m. Any exception to this must be designated on the "User Information Form" and must be approved by the Librarian or Library Board.
 - J. Room capacity is posted in the meeting room and established by the Fire Department of the City of Sachse.
6. No alcoholic beverages are allowed inside or outside the building.
 7. For use of the Meeting Room outside Library hours, the user must arrange with the City Librarian to obtain and return the key during Library hours. The key must be returned by the next business day after use.
 8. Adult supervision must be maintained without interruption during any type of activity.
 9. The City reserves the right, after presentation, review, and decision by the Library Board, to refuse future use to any group, organization or individual exhibiting a lack of regard for the policies for use of the room, property, or fixtures.
 10. The user accepts responsibility for damages to City property. The City is not liable for any injury or loss in connection with use of the building.
 11. Any organization which reserves the meeting room must provide proof of performance rights to show films.

This policy was approved and adopted by the Sachse City Council on August 2006



Sachse Public Library
Meeting Room User Information Form & Agreement

Name of Organization _____

Name of Sachse Resident Responsible for Key _____

Address _____

Home Phone _____ Office Phone _____

Desired Date of Use _____ Time _____ to _____

Describe Activity _____

Will Food Be Served? Yes (\$50 Deposit Required)
 No (\$25 Deposit Required)

I have read and agree to abide by all the policies for use of the Library Meeting Room during the date and time indicated above. I understand that failure to abide by these policies could result in denial of privileges to use the Meeting Room and forfeiture of the deposit. I understand that I will be liable for damages that occur during my use of the room.

Signature (Must be Sachse resident)

Date

Approved for use as requested.

Not approved for use as requested.
Reason _____

Signature (Sachse Librarian/Library Board President)

Condition of Meeting Room following use: Satisfactory Unsatisfactory
If Unsatisfactory, describe: _____

Date Key Returned: _____ Date Deposit Returned: _____