

## **Universal City Public Library Meeting Room Policy**

When not in use for Library programs, City events, and Election cycles, the Universal City Public Library provides its large Meeting Room free of charge for non-commercial and non-profit community groups, organizations and members wishing to meet to engage in educational, cultural, intellectual, or civic activity. Use of the library Meeting Room is subject to availability and compliance within the terms of this policy. The Meeting Room is primarily for use by the library for programs and other activities held under its sponsorship. The Meeting Room is requisitioned by the Bexar County Elections Department for early voting, voting, and periodic runoff voting. Therefore, library and election sponsored programs and activities may preempt any other scheduled use of the room. In this case, the non-commercial or non-profit community group is notified in advance and given the opportunity to book a substitute date for use of the Library's Meeting Room. The library and the City of Universal City do not endorse the beliefs or policies of any group or organization using the public Meeting Room.

### **Library Meeting Room Use:**

- Applicants for Meeting Room use must be an adult over 18 years of age and have a valid Universal City Public Library card. A valid Universal City Public Library card is defined as not expired, and has no overdue items, and no outstanding fines or fees.
  
- The Meeting Room is designed to supplement the Library's mission to provide for general informational, cultural, and educational needs of the community. Acceptable usage of the Library Meeting Room includes, but is not limited to the following:
  - Library sponsored and co-sponsored activities and programs
  - City of Universal City programs and meetings
  - Meetings for community service organizations, civic, educational, or recreational groups
  - Civic, cultural, educational or informational programs
  - Non-partisan political events, such as town hall meetings held by current elected officials
  - Religious study groups
  
- The Meeting Room is not designed for purely social purposes or events. Unacceptable use of the Library's Meeting Room includes, but is not limited to the following:
  - Weddings and/or showers
  - Family reunions
  - Individual or private parties
  - Banquets
  - Dances
  - Memorial services
  - Political campaign events
  - Meetings that directly support or benefits a political issue or candidate
  - Religious services
  - Commercial uses in which personal or business profits are the main intent

- The library reserves the right to reschedule any Meeting Room Reservation whenever it is necessary to accommodate Library or City-related programs and activities, or an election cycle. Use of the Meeting Room is scheduled three months in advance. In rare instances that a group gets bumped on the schedule, every effort will be made to provide a 72-hour notice in the event rescheduling is needed.
- The Meeting Room cannot be used for personal, professional, or commercial gain. The Meeting Room may not be used for any commercial purposes. A “commercial purpose” is defined as a use intended to produce, or which in fact produces, profit for any private for-profit company, association, corporation, or individual. An exemption is provided for book authors invited by library staff to showcase the author’s literary work at a library sponsored event. Fundraising or sale of items is limited to:
  1. Those held by the Friends of the Library to benefit the library.
  2. Sales held by the City of Universal City.
  3. Director approved library events or programs that require the sale of supplies or materials.
- Groups, organizations or individuals may not conduct sales of any kind or charge fees for activities held in the Meeting Room unless they can establish that the proceeds will be used to benefit the activities of a non-profit organization. The library reserves the right to require written verification of the non-profit status of the group or organization using the room for sales or other fundraising purposes. Such verification shall be in the form of a letter of determination from the IRS or the Texas Secretary of State.
- The Meeting Room may not be used for any activity which would likely cause an unreasonable amount of wear and tear on library facilities, or which would disrupt the normal activities of the library. Disruptive activities include but are not limited to rallies and/or assemblies during which music is played or other forms of loud or an unreasonable level of noise is emitted.
- Outside groups may bring light food and refreshments into the Meeting Room and patio, but only drinks in containers with closed lids are allowed. Food and drink with potential staining properties or items with strong aromas are not allowed, such as red or purple drinks, fish, or brussels sprouts. This is to minimize cleaning costs associated with outside use of the Meeting Room.
- The Meeting Room accommodates a maximum of 76 people. Attendance is limited to the maximum capacity established by the Fire Marshal and all exits are required to be unblocked. Two outside entrances allow use and access of the room. Meetings held in the library must be open to the public.
- No group, organization or individual using the Meeting Room may levy charges or fees for attending a meeting. The entire library/Meeting Room facility is non-smoking. Tobacco products such as vaping devices and cigarettes, as well as alcohol, and liquor in any form are not allowed on the library property.
- The Universal City Library is a polling location for Bexar County. Every effort is made to add early voting dates, election dates, and polling hours to the calendar before opening it for scheduling of other events. However, there may be times when scheduled events/reservations will have to be canceled and/or moved in order to accommodate the use of the facility by the Bexar County Elections Department.

- Groups, organizations, or individuals who use the Meeting Room are responsible for the set-up and breakdown of the room. Time for the set-up and breakdown of the room should be accounted for when making a reservation. Any kitchen items such as dishes, utensils, food, and beverages left in the Meeting Room kitchen will become the property of the Library and will be disposed of or used as such.
- The room seating and table arrangement may be changed to meet users' needs. However, tables, chairs and equipment must be returned to the default arrangement as specified by the diagram provided. Failure to replace moved furniture and equipment results in lost reservation time for another group.
- Three failures to place furniture and equipment according to the Meeting Room design within a one-year period will result in a loss of use privileges by any group, organization or individual for three months.
- In addition to the *Meeting Room Policy*, all Meeting Room users are subject to the Library's *Patron Code of Conduct*. Library staff reserves the right to determine the appropriate use of the room and may deny use of the room upon violation of any policy, rule, or procedure.
- Library Staff reserves the right to request an individual to leave the premises should an individual's conduct not be in conformance with this Code. This decision may be appealed to the Director whose decision is final.
- The Library is not responsible for the loss of, or damage to, personal property left unattended in the Meeting Room. The library is not able to provide storage space for personal effects, supplies or equipment before, after, or between uses. Any property left unattended may be removed by staff and disposed of immediately.
- The City of Universal City has ordinances pertaining to the posting of signs on public property. Contact Development Services at 210-659-0333 ext. 723 to obtain permits to post signs.

**Section 4-4-9. Posting signs and bills on public property.**

No person shall affix a sign or bill *by any means* to any public building, property or thing belonging to the City or to any other public entity without the approval of the City or other public authority. This prohibition shall extend also to posting bills within City parks and to trees on public rights-of-ways. This section shall not be construed to prevent any public official from posting a governmental sign or bill for a public purpose. (Ord. No. 352-C-97, §8, 9-16-97)

**Meeting Room Scheduling & Reservations Requests**

- A "Meeting Room Reservation Request Form" must be submitted to the library staff in order to use the meeting room. Applicants should not assume that a reservation request is approved upon submission of the request form. Applicants will be contacted once the request form has been reviewed and approved by library staff assigned to manage meeting room scheduling.

- Reservation requests must be made by an adult over 18 years of age with a valid Universal City Public Library card.
- Meeting room reservations should be made at least one week in advance of the requested use date. In order to provide an opportunity for all to use the Meeting Room Usage will be limited to 2 times per month, no more than 6 times in a quarter per individual or group.
- Meeting room reservations are made on a first come, first served basis and must be made by paid library staff. Meeting Room Reservation Request Forms are subject to quarterly renewals. Quarterly renewal dates are as follows.
  - **1<sup>st</sup> Quarter reservations for January – March.**
    - Date reservation requests accepted: December 1
  - **2<sup>nd</sup> Quarter reservations for April – June.**
    - Date reservation requests accepted: March 1
  - **3<sup>rd</sup> Quarter reservations for July – September**
    - Date reservation requests accepted: June 1
  - **4<sup>th</sup> Quarter reservations for October – December.**
    - Date reservation requests accepted: September 1
- Quarterly renewals require a valid library card and signature for authorized access card requestor. The Director shall have final authority regarding the use of the Meeting Room and/or cancellation or discontinuance of a Meeting Room reservation. The Director is not authorized to accept year-long scheduling arrangements from any group or organization.
- Groups, organizations and individuals are limited to two meetings per month for no more than two consecutive days per meeting. Groups may not assign their reservations to other groups. Library or library related groups and City of Universal City departments are exempt from these limitations.
- Meeting Room use will not be scheduled during library business hours, as it is primarily for use by the library for programs and other activities held under its sponsorship. Any meetings or events held in the Meeting Room may be scheduled beginning at 8:00 AM and terminated before 10:00 PM on days when the Meeting Room is available for public use. A Meeting Room access card is required to gain access to the room.
- Tentative reservation requests can be made over the phone, but if the Meeting Room Reservation Request Form is not received and submitted in person, any other in-person requests with a form submittal will override any new unconfirmed reservations inquiries or requests for a specific date or time.
- Individuals authorized to make Meeting Room reservations are responsible for ensuring their meeting has been placed correctly on the Meeting Room reservation calendar. Meeting Room users are also responsible for handling contact and registration for their own meetings and events. The library

telephone number or email address may not be used as contact for the meeting or event. Library staff will not handle registration or answer questions concerning an individual or group's use of the Meeting Room.

- The library must be notified at least 24 hours in advance that a meeting has been cancelled. Failure to notify the library staff of two or more cancelled Meeting Room reservations within a one-year period will result in loss of use privileges by a group, organization or individual for three months.
- The library reserves the right to cancel a reservation in the event of an emergency. Emergency is defined as something dangerous or serious, such as an accident, calamity, catastrophe, crisis or disaster that happens suddenly or unexpectedly and needs fast action in order to avoid harm to the facility or persons therein.

### **Meeting Room Access Card Pick Up and Returns**

- The individual making the reservation is responsible for picking up the Access Card to the Meeting Room during the library's regularly scheduled open hours. Since the Access Card must be checked out on an individual's account, the Access Card will be provided to the responsible person (s) listed on the Meeting Room Reservation Request form **ONLY**. The library will not be responsible for providing room access to a group, organization or individual that has not picked up a Meeting Room access card prior to its meeting.
- The library does not open before or after hours for Meeting Room users to pick up or return the room access cards.
- Library staff will contact the individual making the reservation when ~~that~~ the Access Card is ready for pick up. The Access Card is enclosed in a clear plastic envelope containing a copy of Meeting Room policies, diagram of the room with the default furniture arrangement, and an attendance counter sheet. All items are required to be returned in the same envelope to a member of staff the next business day after the event.
- Individuals using the Meeting Room do not have access to the Meeting Room through the library public entrance and should use the entrance nearest to Northview Drive, located next to the flagpole on the Pat Booker Roadside of the building. Entrance to the Meeting Room is by Access Card only.
- Failure to return the Access Card by the designated date will result in a \$3.00 fine added to the individual's library card for each day the Access Card is late. If the Access Card is lost, the cost of replacing a lost Access Card is \$10. This fee will be charged to the account of the individual (s) responsible for making the reservation who checked out the Access Card.

- Three late Access Card returns within a one-year period will result in a loss of use privileges by the group, organization or individual for a three-month period.
  
- **Individuals picking up the Meeting Room Access Cards assume responsibility for the following:**
  1. Presenting their valid library card and/or picture ID at the time of access card pick up for check-out to their account.
  2. The conduct of the group and the condition of the Meeting Room [including table and chair arrangement].
  3. Ensuring any garbage and trash has been removed to the dumpster in back of the library.
  4. Guaranteeing exterior Meeting Room doors are secured with all exterior locks locked.
  5. Ensuring all water faucets, all lights and equipment including the air conditioning/furnace unit and fan are turned off.
  6. Returning the Meeting Room Access Card during library hours to library staff on the next business day after the meeting date.
  7. Reporting their meeting attendance and any problems with the Meeting Room and/or equipment to the library staff.