

Read the policy and scroll to the bottom to Accept

301 Library Room Rental Policy

(Approved by Library Advisory Board November 6, 2018)

301.1 The program/conference rooms of the Plano Public Library System (PPLS) are primarily for library programs.

301.2 **Types of Groups and/or Activities for Which the Program/ Conference Rooms May be Reserved**

- A. Library supportive programs receive first consideration in scheduling program/conference room events.
- B. The program/conference rooms may be reserved only by Plano library card holders, 18 years or older, with no outstanding library fees*.
- C. Soliciting for commercial or fundraising purposes is strictly prohibited on library premises.

301.3 **Program/Conference Room Reservations**

- A. Requests for a room can be made by accessing the online reservation system at www.planolibrary.org. The library card holder completing the application shall be the formal representative and agent while the facility is being used.
- B. The Director of Libraries' designee shall approve eligible applications on a first come, first served basis. Reservations may not be made more than 90 days in advance of the requested date. **Nonrefundable** rental fees are paid at the time of the reservation approval.
- C. Reservations will be revoked if the library determines in its sole discretion the program room use is not in compliance with this policy. Any expenses incurred by a group using the rooms will be the Library card holder's responsibility.
- D. The library has the right to limit the number of hours a library card holder can use library facilities.
- E. Set-up and clean-up time must be included in the reservation time.
- F. Room use must be under the direct supervision of the adult making the reservation.

- G. The responsible card holder shall not assign its space or reservation to another card holder.
- H. Children under the age of 18 must be supervised by an adult at all times.
- I. The library does not provide personnel to assist in technical support, handling the exhibits and other materials needed by groups using a program/conference room. Libraries do not provide technical equipment, extension cords, easels or sign holders.
- J. Permission to use the meeting rooms shall not, in any way, constitute an endorsement of the group, its policies or activities by PPLS or the City of Plano.

301.4 **Use of Program/Conference Rooms**

- A. The card holder using any library facility is fully responsible for any damages based upon actual repair, replacement or cleaning costs.
- B. The card holder using a program/conference room shall be responsible for setting up chairs, tables, etc., and shall replace them in the location that each building designates.
- C. The card holder must remove their personal equipment and supplies by the end of the reservation time. The library will not store nor be held responsible for any property and equipment left after the conclusion of any reservation.
- D. Nails, thumbtacks, tape, etc. must not be used to attach decorations to the structure or to the furnishings. Decorations may be used on the tables only. No candles are permitted.
- E. Kitchen facilities are available for the program rooms. Set-up and clean-up time must be included in the reservation time.
- F. Already prepared refreshments are allowed in the Parr Library's conference room. Food is not allowed in all other library conference rooms. There are no kitchen facilities for the conference rooms.
- G. City ordinance prohibits tobacco products. Alcoholic beverages are not permitted.
- H. Equipment requiring voltage other than 110 volts will not be permitted.
- I. The program room must be vacated by the end of the scheduled time.
- J. Fire code occupancy levels are posted by the Fire Marshal.

- K. Meeting rooms are intended to accommodate activities such as discussion groups, panels, lectures or meetings. No programs are allowed that would cause noise or vibrations outside the booked room, e.g., dance, exercise, or music programs.
- L. Usage of any Library facility phone number as a contact phone number is prohibited.
- M. Any printed or electronic publicity or marketing materials that include a PPLS library name and address must include the disclaimer: "This event is not sponsored by the Plano Public Library System or the City of Plano".
- N. Plano Public Library Code of Conduct is applicable in all library meeting rooms.
- O. Sale of materials pursuant to Resolution 89-6-16 are exempt from this policy.
- P. Programs must be contained inside of the room reserved. Petitioning of people entering or exiting the library is not allowed.
- Q. Promotional signage for a program may be placed on the meeting room door at the time of the event. All other directional signage will be displayed under the supervision of library staff.

301.5 **Program Room Internet Access**

Access to the internet in the program rooms is provided by the City as an unsupported service. If a patron is unable to establish a connection, Library staff members are not permitted to provide technical support or provide advice in regards to making modifications to a PC in order to establish a connection.

Internet access is filtered such that there may be discrepancies between what is accessible on a program room port and a public PC. The selection of the filtering program and access to sites is solely within the discretion and judgment of the City.

As with the Public PCs, the Plano Public Library System Internet Policy and Library Code of Conduct Policy do apply.

The City of Plano expressly disclaims any liability or responsibility arising from the decision to filter, selection of a filtering program for Internet access, or use of information obtained through its electronic information systems.

Failure to comply with the above Policy will result in the denial of future program/conference room use. Questions regarding interpretation of the above Policy will be decided by the Director of Libraries.

I have read the PPLS Program Room Use Policy and understand that the **rental fees are nonrefundable**. By applying for a Program Room I am accepting this policy.

Accept