

Library Meeting/Study Rooms Policy

This policy applies to the use of the Hutto Public Library meeting/study rooms by members of the public. It does not apply to use of the Hutto Public Library meeting/study rooms by the Hutto City Council or by another department of the City of Hutto. This policy supersedes any other room policy to the extent of a conflict.

Terms of Use

- (1) The use of the Hutto Public Library meeting/study rooms by a group or a citizen signifies the group's or citizen's acceptance of the terms of this Room Policy.
- (2) There is no charge for meeting room use.
- (3) The use of, and the scheduling of the use of, Hutto Public Library meeting/study rooms is subject to the needs of the City of Hutto, and may not interfere with the City's operations. The needs of the City of Hutto or the needs of the Hutto Public Library preempt any other scheduled event in Hutto Public Library meeting/study rooms.
- (4) The use of Hutto Public Library meeting/study rooms does not constitute City of Hutto endorsement of a viewpoint expressed by a group or by a participant in a meeting or activity.
 - (a) A group using a room may not advertise or announce an event to be held in Hutto Public Library meeting/study rooms if the advertisement or announcement states or implies the endorsement of the City of Hutto.
 - (b) An announcement or notice to publicize an activity may not be posted or distributed on the premises without advance approval from the Library Manager.

Who May Use Hutto Public Library meeting/study rooms?

- (1) Hutto Public Library meeting rooms may be reserved by a not-for-profit, non-commercial group of at least 9 individuals engaged in an educational, cultural, intellectual, or civic activity with a max capacity of 36.
- (2) Hutto Public Library study rooms may be reserved by an individual or by a not-for-profit, non-commercial group have capacity limits: combined room – 14, smaller half – 6 and larger half – 8.
- (3) A child under the age of 12 may not be in Hutto Public Library meeting/study rooms unless accompanied by a person who is at least 18 years of age, and who is responsible for the child's behavior.
- (4) Hutto Public Library meeting/study rooms may not be used for commercial purposes. A group or citizen using Hutto Public Library meeting/study rooms may not solicit money or another thing of value, charge admission, or sell, or advertise for sale, goods or services.
- (5) Hutto Public Library meeting/study rooms may not be used for a social gathering such as a wedding shower, a baby shower, a birthday party, a dance, or a similar activity.
- (6) Hutto Public Library meeting/study rooms may not be used for a political rally or a campaign for or against a specific ballot issue or candidate. However, Hutto Public Library meeting/study rooms may be used for a forum or study group on a political issue.

- (7) Hutto Public Library meeting/study rooms may not be used to provide a direct healthcare service, including an examination, a hands-on demonstration, or a treatment. However, Hutto Public Library meeting/study rooms may be used for a forum on or the sharing of information about healthcare services.
- (8) Permission to use Hutto Public Library meeting/study rooms will be withheld from a group that has failed to comply with this Room Policy or from a group that damages Hutto Public Library meeting/study rooms, the carpet, equipment, or furniture, or causes a disturbance.

Reserving Hutto Public Library meeting/study rooms

- (1) A group may request the use of Hutto Public Library meeting/study rooms by phone, in person, or in writing. The Library Manager's office will consider requests on a first-come, first-served basis.
- (2) To provide an opportunity for all patrons to use the study room, a patron may use Hutto Public Library study room **one session per day.**
- (3) To provide an opportunity for other groups to use the room, a group may use Hutto Public Library meeting rooms only once each month.
- (4) A group that is cancelling a meeting must provide notice of the cancellation to the Library Staff as soon as possible. A group forfeits its reservation if the group fails to appear within 15 minutes after the scheduled time.
- (5) If a group fails to appear for two consecutive meetings without making a cancellation, all future reservations of the group are cancelled until the group reschedules.
- (6) A group may not assign or transfer its reservation to another group.

Care and Use of Hutto Public Library meeting/study rooms

- (1) A group or citizen using Hutto Public Library meeting/study rooms may not make noise that disturbs the City of Hutto staff or the public.
- (2) A group or citizen must leave Hutto Public Library meeting/study rooms in the condition in which the room was found.
- (3) The Hutto Public Library does not set up or arrange furniture or equipment in Hutto Public Library meeting/study rooms.
 - (a) If a group or citizen rearranges the furniture, the group or citizen must return the furniture to the original arrangement before leaving the room.
 - (b) A group may bring its own furniture or equipment into Hutto Public Library meeting/study rooms with advance approval by the Hutto Public Library staff.
 - (i) Arrangements for the use of such furniture or equipment must be made at the time the room is reserved.
 - (ii) A group or citizen must notify the Library staff when furniture or equipment is brought into the Hutto Public Library meeting/study rooms, and must promptly remove the furniture or equipment at the end of the meeting.
- (4) A group or citizen may not store equipment, furniture, supplies, or personal effects in Hutto Public Library meeting/study rooms before or after use.
- (5) A group or citizen may not leave trash in Hutto Public Library meeting/study rooms. A group

- that has produced trash during a meeting must remove that trash from Hutto Public Library meeting/study rooms at the end of the meeting.
- (6) A group or citizen may not affix, tape, or fix with an adhesive any item to any part of Hutto Public Library meeting/study rooms, including a wall, door, window treatment, or woodwork.
 - (7) The City does not provide audio, video or other equipment other than that which is already installed in the room. Audio/visual equipment may be used for meetings only with advance notice at time of reservation, and based upon staff availability. Any group or citizen using the meeting/study rooms will be responsible for any damages to a/v equipment.
 - (8) Attendance at a meeting is limited to the capacity of the individual meeting room. Seating or furniture may not be placed in a corridor outside the meeting room.
 - (9) Food and Drink in Hutto Public Library meeting/study rooms:
 - (a) Food and drink may be consumed in Hutto Public Library meeting/study rooms if the food or drink is individually packaged and does not have to be maintained at a certain temperature, for example: packaged snacks, individual bottled water.
 - (b) Protective mats or tablecloths must be used on tables when refreshments are being served.
 - (c) The individual making the reservation, as well as the group as a whole, is responsible for damages that result from the group's use of the meeting room.

The City of Hutto is committed to compliance with the Americans with Disabilities Act. Reasonable accommodations will be provided on request. Questions not covered in this policy should be addressed to the Hutto Public Library staff, 512-759-4008. To discuss exceptions to this policy, please contact the Library Manager, Colleen Tierney at colleen.tierney@huttotx.gov/ 512-759-4008.