

## Guidelines for Use of the Meeting Rooms

Welcome to the Blanco Library's Conference Room Facilities. These facilities consist of a large conference room (occupancy maximum of 84 standing, 42 seated) and small conference room (occupancy maximum of 12 seated), restrooms, and a breakroom with refrigerator and microwave. They are available to organizations, businesses, and individuals in the Blanco area community for your meeting needs, when library and library partner events are not scheduled.

The library's primary objective in making these rooms publically available is to accommodate programs that will bring people into the Blanco Library, encourage access to ideas and learning, and meet the needs of nonprofits, local government entities, and other Blanco community organizations.

### Availability

- Library and library sponsored events as well as partners of the library have first priority.
- Non-profits, local government entities, and community organizations are welcome on a first come, first serve basis when library/partner programs are not scheduled.
- Businesses and individuals are invited to use the conference room facilities. Please note that the rooms are not available for children or teen parties or religious worship services.
- Repetitive reservations will be reviewed depending on availability.
- The Blanco Library reserves the right to cancel reservations in the event of an emergency.
- The Library Director reserves the right to cancel reservations if false or misleading information was given.

### Fees

#### Large Conference Room:

- A **deposit fee is required 5 days before** the event is to take place. The deposit may be waived at the Director's discretion depending on the activities to take place. The deposit is **refundable** if no damage occurs. If damages occur, the total cost of the cleanup and/or repairs will be charged to the person signing the agreement.

Large Conference Room Fees		
# of Attendees	Food Present	Refundable Deposit
<50	No	\$50
>50	No	\$75
<50	Yes	\$75
>50	Yes	\$100

# Blanco Library

## Small Conference Room:

Small Conference Room Fees		
Food Present	Refundable Deposit	\$50
Outside Library Hours	Non-Refundable Staffing	\$25 per hour

## Additional Fees

Additional Fees for the Large Conference Room		
For Profits/Private Events	During Library Hours	\$50 for first hour, \$25 each additional hour
Non-Profits	During Library Hours	No Charge – Donations Appreciated
For Profits/Private Events	Outside Library Hours	\$75 for first hour, \$25 each additional hour
	Outside Library Hours	\$25 per hour for hired staff
For Profits/Private Events	Use of breakroom	\$50
Non-Profits	Use of breakroom	\$25
Use of A/V equipment		Fee based on A/V equipment needed

- A non-refundable setup fee is required for groups larger than 20 attendees for the large conference room. If the library sets up your event, then the library will put away tables and chairs and will vacuum. Please be sure to clean tables and chairs before leaving and pick up any large debris on the floor. Even if your event has less than 20 attendees, you may request that the library sets up the room for your organization. If an event is expected to finish before library closing, clean-up must be completed by that time. This fee may be waived at the Library Director’s discretion.
- Events may be held such as concerts, presentations, movies, etc., for which admission is charged by the sponsor. Anyone charging admission may be charged a fee for the use of the room.
- As part of the Meeting Room Contract applicants may request arrangements for technical support for the facility’s audio-visual equipment.

Please make out **two separate checks** for the refundable deposit and other fees (if other fees are applicable) payable to the “**Blanco Library.**”

\*Turn in applications **at least** two weeks prior to your scheduled event.\*

\*\*An organization may cancel their room reservation one week prior to their scheduled event for a full refund of any deposits or rental payments that may have already been submitted.\*\*

# Blanco Library

## Restrictions

- Please be considerate of the operations of the library. Keep noise levels to an acceptable level during business hours.
- The Blanco Library prohibits the sale of weapons, illegal products, fireworks, or other dangerous products. It reserves the right to review and refuse the sale of products that are not in keeping with the Library's mission.
- Food preparation is limited to warming only, and not cooking or baking.
- The Library is not responsible for injuries sustained by those attending the event. Additionally, the Library is not responsible for food served at the event and not responsible for illness or other consequences that may occur because of eating event food.
- **Use of a meeting room does not constitute endorsement by the Blanco Library.** No advertisements implying such will be permitted. Advertising and printed materials for an event must contain the following statement: "This event is not affiliated with or sponsored by the Blanco Library. The Library may not be contacted about this organization or event". A copy of any advertising or printed material must be submitted to the Library Director before being distributed.
- For programs or meetings that include children, at least one adult must be available for every ten children attending. No child under 8 years of age is to be left alone in the library building.
- All physical movement program instructors must be certified and have professional liability insurance.
- The following are **PROHIBITED**:
  - The use of candles, incense, fireworks, or other incendiary devices
  - Glitter, confetti, rice, or similar materials
  - Any decorations, banners, or signs attached to the walls or ceiling
  - Smoking
  - Use of non-water based paint
  - Stains on walls, floor, equipment, tables, or countertops

If any of the preceding scenarios occur the sponsor and/or group will be required to pay for any damage incurred, forfeit their deposit, and may be prohibited from using the Blanco Library meeting rooms in the future.

- Serving of alcohol is not permitted unless approved by the Library Director. Additionally, security services may be required at the sponsor's expense.
  - If security services are required, it is the sponsor's responsibility to contract the Blanco Sheriff's Department at 830-868-7804 to make arrangements. The policy of the Blanco Sheriff's Department is to have two security guards at the rate of \$35/hour for each guard with a minimum of 4 hours. The Library will check with the Sheriff's Department to insure that arrangements have been made. If arrangements have not been made one week prior to the events, the event will be canceled.

Thank you for considering the Blanco Library for your conference room needs. We look forward to having you here.