STERLING MUNICIPAL LIBRARY MEETING ROOM POLICY

The meeting rooms in the Sterling Municipal are available at no charge for use by eligible community groups for trainings and meetings of their membership.

Eligible groups include:
- The City of Baytown, Harris County, Chambers County, the State of Texas, and the US government.
- Local civic, educational, and nonprofit groups conducting business meetings or trainings
- Non-partisan events such as a public forum open to all candidates or town hall meeting held by current elected officials.

Excluded uses include:
- programs advertised to the general public that are organized and promoted by external groups, organizations or individuals
- meetings requiring payment for admission, a registration fee (including fees taken off-site), materials fee or required donations
- meetings involving the sale, advertising, marketing or promotion of commercial products or services
- political campaigning or political fund-raising activities
- personal events such as birthday parties, baby showers, wedding showers etc.

GUIDELINES FOR USE

- Meeting Rooms are not available for use by individuals or groups with 5 or fewer who could otherwise be accommodated in one of the Library study rooms. Study rooms are first-come/first-served and have separate rules of use as outlined in the Study Room Policy.
- The Library Media Lab cannot be reserved by individuals or groups. The lab is open for users at designated times established by Media Lab staff and its rules of use are outlined in the Library Media Lab Policy.
- Use of the meeting room does not constitute Library or City endorsement of the viewpoints, beliefs, ideas or policies expressed by organizations or individuals using the space.
- The library’s telephone number may not be used in association with an event or meeting. Nor can the library or City of Baytown logo be used as sponsorship may not be implied.
- The library and the City will not be responsible for accidents and injuries and will assume no liability for equipment, supplies or other items owned by group or individual and used in the library.
- While tables, chairs and audio-visual equipment may be available through prior arrangement, neither room set-up nor AV assistance is provided by library staff.

Approved by Baytown Library Board 8/22/23
• Rooms must be left in the condition they were found. The group is responsible for any damages incurred.
• Adult supervision is required for any event attended by individuals under the age of 18.
• All organizations or persons using the rooms must adhere to Sterling Municipal Library policies. Violation may result in cancellation of future or in-progress activities.
• All Fire Regulations must be followed including room capacity and clear aisles, exits, and doors. In addition, candles and other open-flame devices (lighters, matches, torches, etc.) are prohibited.
  o Attendance capacity for the Wilhite Meeting Room is limited to 100 persons
  o Attendance capacity for the Innovation Room is limited to 30 persons

• Meeting rooms must be vacated no less than one hour before the Library closes.

FOOD

• Food may be permitted with prior approval. Meeting organizers and attendees are obligated to follow food preparation and food service safety standards as established by the City of Baytown and may be required to obtain a food service permit.
• Food service requiring any on-site preparation is prohibited.
• When food is served, groups must provide their own cups, napkins, plates, etc. and remove all evidence of the food at the close of the meeting.
• Alcohol and tobacco are prohibited.

MEETING ROOM REQUESTS

• Groups interested in reserving a meeting room must submit an online request form no less than one week prior to the reservation.
• **Rooms are not considered reserved until the Library confirms the reservation in writing.**
• Groups may make a reservation request no more than 2 months prior to the reservation date.
• Each Meeting requires a separate reservation request.
• Groups may make no more than 4 reservation requests in a 2 month period.
• Groups who fail to notify the Library when their meeting is cancelled may be prohibited from making future reservations.