

CITY OF COPPELL

LIBRARY OPERATING PROCEDURE

Administration 101.2	Issue Date: 08/10/1995
Other Reservable Rooms Guidelines	Revision Date: 02/01/17

Mission:

The other reservable rooms of the Cozby Library and Community Commons are used to:

1. Support the educational, cultural, recreational and informational mission of the library for adults and children.
2. Provide space for the City Council, City Boards and Commissions, and City of Coppel Departments to hold events.
3. As available, provide access to Cozby Library and Community Commons cardholders for work, study, meetings or presentations.

To ensure fair and orderly use of the rooms, the following guidelines apply. The Library, City of Coppel and Friends of the Library are largely exempt from these guidelines.

Reservations:

- The rooms may be made available, free of charge, for studying, work, meetings or presentations to cardholders age 14 and older when the room is not being required by the library or the City of Coppel. Any such requested use, however, must not be disruptive to library patrons.
- Reservations should be made online no more than three months in advance or less than 72 hours in advance by a Cozby Library and Community Commons cardholder age 14 and older. Reservations may be made in 1 hour blocks with a maximum of 3 hours.
- A library cardholder age 14 or older may schedule one meeting at a time. Future meetings may not be scheduled until after the initial meeting takes place. Standing reservations for the rooms will not be accepted.
- Each date/time request must be submitted individually.
- If cardholder is 15 minutes or more late, the reservation may be cancelled.
- Reservations are subject to cancellation if the City of Coppel or library requires the use of the rooms or in the case of emergency. Every effort will be made to avoid canceling a scheduled event. If a cancellation does become necessary, the library will notify the applicant as early as possible.
- Reservations may only be scheduled on days, and during times, the library is open. All meetings must conclude and the room be cleared by the library's posted closing time.

- A designated staff person acting for the library will confirm approval or denial of reservation requests within three business days, excluding holidays and weekends.

Use:

- With the exception of the Conference Room, these rooms will be open to the public when not reserved. A flyer will be posted on the front of the room with each day's reservations. Groups with reservations will have the right to sole use of the room during the time of their reservation.
- No individual or group may solicit the library patrons or the general public on library property outside the confines of the reserved room.
- Rooms may not be used for personal parties or events such as bridal showers or birthday parties.
- Permission to use the rooms shall not, in any way, constitute an endorsement of any group, its policies, or activities by the library or the City.
- Per the Coppell Fire Department, attendees must not exceed the posted occupancy load for the conferences rooms. In order to reserve a room, the following maximum number of attendees applies.
 - Conference Room: up to 12 people
 - Business Center: up to 12 people
 - Study Room E: up to 6 people
 - Study Room F: up to 12 people
- A/V equipment may be available for use within the room and must be requested when booking. Equipment will be checked out with a library card or a driver's license at the Information Desk. Responsibility for their safe and proper use rests with the cardholder using the facility.
- The library reserves the right to have a staff member present at any meeting held in the library facility.
- Use of candles, incense or any other open flames is prohibited in the library. Use of paint, permanent markers, glitter, liquid glue, glue guns, paste or adhesive of any kind, is also prohibited.
- Any room left unattended for more than 15 minutes will be assumed vacated, at which time library staff may remove materials from the room and make it available for another patron. Library staff will take personal materials to the library's lost and found. The library assumes no responsibility for the loss or damage of personal items.
- It is the policy of the library to maintain its facilities in compliance with all applicable local, state and federal building codes and regulations, including the Americans with Disabilities Act. The Library Facilities Guidelines are also applicable to all meetings held in the rooms.

Responsibility:

- Applicant making the reservation, or minor applicant's legal guardian, shall assume total responsibility for any and all damages to the room and contents utilized during the course of the meeting/function.
- Applicant making the reservation shall claim the room and attend the meeting and may designate an alternate when making the reservation.
- Library personnel are not available for setting up or clearing tables and chairs in the rooms. The cardholder using the room is responsible for setting up the room as needed, restoring room to original condition and vacating the room by the scheduled ending time. Removing personal belongings and placing trash in the proper receptacle following use of the room shall be the sole responsibility of the person and/or group requesting the rooms.
- Charges may be imposed upon the cardholder if their use of the equipment and facilities results in damage to or special cleaning of the library's property.
- Permission to use the room may be withheld from cardholders who have damaged the room, carpeting, equipment or furniture, who have caused a disturbance, or failed in any other way to comply with rules and regulations governing the use of the room.

Open Study Rooms

There are 4 study rooms that are available on a first come, first serve basis.

- Study Room A accommodates up to 6 people.
- Study Room B accommodates up to 4 people.
- Study Room C accommodates up to 6 people.
- Study Room D accommodates up to 4 people.
- There is no time limit for use of the rooms.
- Groups may not "save" the rooms for later use, nor may they use it intermittently.
- Any room left unattended for more than 15 minutes will be assumed vacated, at which time library staff may remove materials from the room and make it available for another patron. Library staff will take personal materials to the library's Lost and Found. The library assumes no responsibility for the loss or damage of personal items.