



MIDLAND COUNTY PUBLIC LIBRARIES

MEETING ROOM POLICY

Midland County Public Libraries (MCPL) meeting rooms are available for use without charge to nonprofit, educational, cultural and/or civic organizations when not in use for Library-sponsored or Library related events. Meeting rooms may not be used by the public for commercial or business purposes. All meetings must be free of charge and open to the public at large. MCPL is a tobacco, vaping and alcohol-free space. MCPL reserves the right to make any exceptions.

AVAILABILITY, RESERVATIONS & CANCELLATIONS

1. Meeting rooms are available only during MCPL's normal operating hours. Meetings may be scheduled to begin as soon as the Library opens and must conclude 15 minutes prior to the Library closing.
2. Reserving a meeting room:
 - a. Reservations will be accepted only from adults (age 18 and up).
 - b. Requests for a meeting room should be completed using the official Meeting Room Reservation Form which can be acquired at the Adult Services Desk, on the Library website or directly here: <http://bit.ly/MCPLMRF>.
 - c. Each group must designate a representative who shall be held responsible for the group and the room during its use.
 - d. Reservation forms must be submitted in person, via email, or through the google form online at least 24 hours in advance of the first date desired for the meeting room.
 - e. Reservations will be accepted on a first-come, first-served basis.
3. Prior to reserving a meeting room, the representative should refer to the specifications of the room for maximum occupancy numbers permitted. Groups that anticipate the number of attendees will exceed maximum capacity will not be allowed to use the room.
 - a. Max capacity per room
 - i. Centennial Conference Room (10)
 - ii. Centennial Meeting Room (176)
 - iii. Downtown Conference Room (43)
 - iv. Downtown Community Room (68)
4. Recurring reservations for the rooms may be made in person or by phone by the group's representative after the first use.
 - a. Weekly meeting requests may be made a month at a time.
 - b. Monthly requests may be made starting in January for the current calendar year.
5. Any cancellations or changes to scheduled meetings should be submitted via phone or in person to the Adult Services Library staff as soon as possible. Groups that habitually cancel meetings and/or arrive more than 15 minutes late may have their meeting cancelled and may lose meeting room privileges.
6. In the event of unscheduled closings (i.e., inclement weather), patrons are advised to check the Library website (<https://www.co.midland.tx.us/150/Public-Libraries>) or social media pages for possible closing information. Patrons may also call our Adult Services Desks at 432-742-7420 (Centennial) 432-688-4328 (Downtown) and/or view local news outlets.
7. No group may assign its space or reservation to another group.

USAGE

1. Utilization of MCPL meeting rooms must be in full compliance with all local, state, and federal laws and regulations, as well as library policies. Access to any meeting will not be denied or abridged because of race, origin, age, background, views, disability or membership in any group.
2. Meeting room use must not disrupt the normal use of the Library for patrons who are not meeting participants. Persons using the meeting rooms are subject to all library rules and regulations.
3. At the conclusion of the meeting:
 - a. White boards should be erased.
 - b. All food, drinks, and other trash must be placed *inside* receptacles provided, and any spills, etc., must be cleaned up prior to leaving the Library.
 - c. Groups or organizations using the meeting rooms may rearrange tables, chairs, etc. to accommodate the meeting's needs but must return the furniture in the room to the original layout upon their arrival.
4. Groups must provide copies of all publicity, literature, notices, etc. that is distributed about the meeting. MCPL will not distribute any form of publicity for any group. Publicity should be submitted prior to the meeting – at the time of reservation if possible. It must contain the name of the sponsoring group and a telephone number for contacting them. Publicity will not be distributed by MCPL.
5. Unless prior approval has been given, flyers, banners, etc. may not be posted or distributed in the library buildings. Any literature must be taken from the room at the end of the meeting.
6. No activity may damage the walls, floors, ceiling, furnishings, or equipment of the room. The representative/organization designated on the reservation form will be held liable for any damages incurred.

DISCLAIMERS

1. MCPL is not responsible for loss or damage to personal materials in conjunction with the use of the library or its equipment.
2. Permission to use the meeting rooms is not an endorsement by MCPL or Midland County.
3. Any individual or organization not complying with all rules and regulations may be denied the use of MCPL meeting rooms in the future.

The Library Director will decide questions regarding interpretation of the above regulations.

RULES OF CONDUCT FOR PATRONS

AT MIDLAND COUNTY PUBLIC LIBRARIES

Engaging in any activity prohibited by law is not allowed.

Leaving children unattended is prohibited.

Leaving personal belongings unattended is not allowed.

Shoes and shirts must always be worn while in the library buildings.

Food and drink are not allowed in the computer lab areas. Food is permitted in other areas of the libraries. Drinks are allowed provided they are in a container with a lid.

Tobacco use and/or vaping is permitted outside in designated areas only.

Petitioning, soliciting, or distributing/selling merchandise is prohibited.

Animals, other than service dogs, are prohibited.

Disruptive and/or aggressive behavior that interferes with another person's use of the library or with library personnel's performance of their duties is prohibited.

Abusive language is prohibited.

Engaging in sexual conduct or lewd behavior is prohibited.

Behavior that may result in injury or harm to another person is prohibited.

Stealing or damaging any library materials or property is prohibited.

Unnecessary noise from electronic devices including cell phones, and/or speaking at a volume that disturbs other patrons or staff is prohibited.

Staring at, photographing, or following any person(s) in a manner that reasonably can be expected to disturb him or her is prohibited.

Personal hygiene conditions, such as body odor, that interferes with the use and enjoyment of the libraries by other patrons or with the functioning of library staff is prohibited.

Monopolizing space or obstructing walkways within the libraries with personal belongings is prohibited.

Wheeled transports such as bicycles and shopping carts are not allowed inside the libraries. Skateboards, collapsible scooters, and skates (all types) must be carried while on library premises.

Sleeping is prohibited in the library buildings.

Bathing and washing clothing are prohibited in all areas of the libraries.