

## McKinney Public Library System – Meeting Room Use Policy

- McKinney Public Library System (MPLS) related programs and City of McKinney departments receive first consideration in scheduling the meeting rooms.
- Applications will be accepted starting November 1st for the next calendar year. Groups that use the meeting rooms can reserve only one time slot in a seven-day period, and library events may pre-empt use of meeting room, even with a paid reservation. To ensure equitable use of library facilities, no more than three meetings/month may be scheduled. Advance registration requests may be submitted no more than 12 weeks in advance.
- Room use must be under the direct supervision of the adult making the reservation or designated representative as stated on the reservation agreement.
- MPLS meeting rooms are intended to accommodate activities such as discussion groups, panels, lectures or meetings. Social events such as parties, showers, family reunions and weddings are not acceptable.
- Solicitation or sales of products and services is prohibited. All methods of charging a registration or admission fee, as well as charging of fees or selling items on the premises, are prohibited. All programs must be free and open to the public.
- Children must be accompanied by an adult at all times.
- Groups must provide and produce their own publicity. Groups must be identified on all publicity as sponsoring the meeting.
- Wording must appear on all publicity for meetings in the meeting rooms as follows: “The City of McKinney and the McKinney Public Library System are not in any manner connected with this meeting, and neither the City of McKinney nor the Library endorses any position expressed by the groups sponsoring this event.”
- Organizations meeting in the Library shall not use the Library’s mailing address or telephone number to conduct their business.
- Keys to the building are not available to groups.

### Booking the Room & Payment

- Reservation applications and payments by check, credit cards or cash may be made by contacting Alicia Quiroz
  - 101 E. Hunt St., McKinney, TX, 75069
  - [aquiroz@mckinneytexas.org](mailto:aquiroz@mckinneytexas.org)
  - 972.547.7349
- Meeting room reservation forms must be signed and submitted at time of reservation confirming applicant will abide by the MPLS policies. Payment must be received 48 hours prior to the reservation time. Confirmation of a reservation is not complete until payment and application is received.
- Notice of cancellation must be given at least 48 hours in advance of a scheduled reservation to receive a refund.

## Use of Meeting Rooms

- The room is available at the time it is reserved for. There is no early entry. Any set-up time must be included in the reservation time. The meeting room must be vacated by the end of the scheduled time.
- A screen is available. A projector will be provided by the Library upon request. A training session on the use of the Library equipment prior to the reservation date is recommended as the Library does not provide staff to operate the equipment. To use the equipment, the person-in-charge must leave their driver's license with the Circulation Desk.
- The library will not store, nor be held responsible for, any property and equipment left after the conclusion of any reservation.
- The Library does not provide personnel to assist in technical support, room set up or take down, or other materials needed by groups using a program/conference room. Libraries do not provide extension cords, easels or sign holders.
- Nails, tape, thumbtacks, or other fasteners may not be used to attach anything to the structure or to the furnishings. No posters or paraphernalia may be attached to the walls or furnishing in any manner. Decorations may be used on the tables only. Candles are not permitted.
- Group activities may not cause a disturbance to regular library operations.
- Room temperature is not controlled by the Library staff. Please dress to accommodate temperature variances.
- Use of tobacco products and consumption of alcoholic beverages are not permitted.
- The MPLS has the right to limit the number of hours an organization can use the meeting room facilities.
- The MPLS Code of Conduct is applicable in all library meeting rooms, and may be found at [mckinneypubliclibrary.org](http://mckinneypubliclibrary.org).
- Reservations will be revoked if the MPLS determines that meeting room use is not in compliance with this policy, or if a group causes damage or a disturbance.

## Set Up & Clean Up

- **Dulaney Meeting Room at the Hall Library**- The group using a meeting room is responsible for setting up chairs and tables. Organizations must take down chairs and tables upon conclusion of their meeting. Tables must be stored in the storage closet. Chairs must be placed on chair carts and left on the Dulaney Room floor. If the trash receptacles are full, please tie the trash bags and leave them by the receptacles. See staff in Children's Department for key to storage closet if door is locked.
- **Meeting Room at the John & Judy Gay Library** - The group using a meeting room is responsible for setting up chairs and tables. Organizations must take down chairs and tables upon conclusion of their meeting. Tables must be stored in the storage closet. Chairs must be placed on chair carts and stored in the storage closet. If the trash receptacles are full, please tie the trash bags and leave them by the receptacles. See staff at the Circulation Desk for the key to the storage closet if it is locked.
- Groups using the tables are responsible for making sure the tables are clean and trash is picked up prior to the end of scheduled reservation time.