



## 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.
- Library meeting rooms may be reserved and used by non-profit and local neighborhood organizations only. Exceptions are made for groups working in partnership with the library to offer programs to the public.
- Library meeting rooms may be reserved up to 12 weeks in advance using the library's online booking portal. Reservations are subject to review and approval by library staff.
- No one group, or multiple representatives of any one group, may book and use meeting rooms more than 3 times in a 4-week period or 12 times in a rolling calendar year, and no more than 4 hours on any one day, 6 hours in a 4-week period, or 24 hours in a rolling calendar year.
- Meeting rooms are unavailable to individuals or groups that can otherwise be accommodated in a [library study room](#).
- 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 public meetings. Social events such as parties, showers, family reunions and weddings, or private meetings 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 fees or selling items on the premises, are prohibited.
- All meeting room events and activities must be free and open to the public.
- Users can require registration to attend events and activities in the meeting room.
- Children at meeting room events and activities must be accompanied by an adult at all times.
- 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 does the Library endorse any position expressed by the groups sponsoring this event."
- Groups and organizations using the meeting room may not use the library's massing address or telephone number to conduct their business.

- Groups must provide and produce their own publicity. Groups must be identified on all publicity as sponsoring the meeting. Flyers may not be posted or distributed in the library. The library may provide a directional sign on the day of the event.
- Meeting rooms are only available for use during library operating hours and no keys to the building are available to outside groups or organizations.
- Failure to adhere to this policy can result in a loss of meeting room access for the group or organization.

### **Use of Meeting Rooms**

- Access to the rooms is available for the time of the reservation. 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.
- The rooms have access to a projector screen or TV, requiring HDMI input. The library will not provide a computer, DVD player, other device, or the required HDMI cables to connect to the displays.
- 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, supplies, 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.
- 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.
- Groups and organizations using the rooms are responsible for making sure the tables are clean and trash is picked up, and tables and chairs are returned to the appropriate place prior to the end of scheduled reservation time.