

LAKE TRAVIS COMMUNITY LIBRARY DISTRICT MEETING ROOM POLICY

A meeting room is available in the Lake Travis Community Library primarily to support library programs and functions that further the work of the library. When not being used by the library, the room is available for use by established not-for-profit organizations and noncommercial groups based within the Lake Travis Community Library District. In accordance with the American Library Association's Library Bill of Rights and its interpretation pertaining to meeting rooms, the library does not limit use of the meeting room based on the subject matter or content of the meeting or on the beliefs or affiliations of the meeting's sponsors. However, all meetings must adhere to the rules established by the Lake Travis Community Library District Board of Trustees. Failure to comply with the established rules may result in loss of future use.

Except for library and library-related programs, groups and organizations may reserve the meeting room no more than one time each month. A limited series of weekly or daily meetings may be scheduled at the discretion of the library director. The meeting room may be reserved up to two months in advance. Fees, rules, and procedures for use of the meeting room are established by Lake Travis Community Library District Board of Trustees.

Groups and organizations using the meeting room are required to set up for their meeting, return furniture and equipment to its original location, and leave the room clean and in good condition. If these conditions are not met, damage costs will be billed to the organization.

It is acceptable to serve food and alcohol in the library, but no costs may be collected.

Use of the meeting room does not imply endorsement, support, or sponsorship by Lake Travis Community Library of the activities that take place in the meeting room or of the beliefs of the group using the meeting room. Groups or individuals using the meeting room may not imply that the event or program is sponsored, cosponsored, or endorsed by the library in any advertising or publicity.

All meetings and programs held in the library meeting rooms must be open to the public. No selling, solicitation, or taking of orders for future purchases may occur without written permission from the library director. No admission fees may be charged for programs held in the meeting room. Groups and organizations failing to comply with any part of this policy or the established procedures will be denied further use of the meeting room. A library staff member may be present at any time during the meeting.

Adopted by the Lake Travis Community Library District Board of Trustees

Date: February 25, 2013