

## Brief Rules for Use of the Meeting Room

Complete rules for access to and use of the meeting room can be found in section 8 of the Nesbitt Memorial Library's Policy Manual online at [www.columbustexas.net/library](http://www.columbustexas.net/library).

Usage of the meeting room does not constitute endorsement by Nesbitt Memorial Library or the City of Columbus of any group's policies, beliefs or affiliations and no advertisement of announcement implying such endorsement will be permitted. Groups meeting at the library may not use the library as a mailing address and no publicity may carry the library's telephone number. Neither the Nesbitt Memorial Library nor the City of Columbus assumes any responsibility for articles that are lost or damaged by entities using the meeting room. The Nesbitt Memorial Library and the City of Columbus have first priority in the use of the meeting room and may pre-empt other scheduled meetings.

The meeting room may be used on any day between 7:00 a.m. and 11:00 p.m. and must be reserved for a minimum of two hours. Entities which intend to use the meeting room at a time when the library is closed must secure a key to the room during regular library hours on the last day the library is open before the scheduled meeting. After the meeting, the outside entrance to the meeting room must be locked and the key to the door deposited in the book drop near the entrance.

You must check in at the front desk before setting up in the meeting room to fill out paperwork and pay fee, if not already done.

1. You are responsible for setting up the meeting room for your meeting and cleaning it up after your meeting. Tables are stored up right in the closet and chairs are stacked five (5) high against the west wall.
2. You must check out at the front desk before leaving.
3. Your reservation may not be assigned to another entity or group.
4. Your meeting must be open to the public and to the media.
5. Social events or private parties such as wedding receptions, showers, and birthday parties, and religious activities may not be conducted.
6. No illegal activity may be advocated, promoted or discussed.
7. Nothing may be affixed to a wall in the meeting room.
8. Although refreshments may be served, no alcoholic beverages or smoking are allowed anywhere in the library.
9. The door and outdoor exits must be kept unlocked and open aisles maintained throughout any meeting.
10. You may not make a considerable amount of noise or otherwise create a disturbance during library operating hours.

### **Fees**

Entities engaged in for-profit endeavors, or which charge a fee to any person in attendance, must pay a fee of \$20 and \$10 for each additional hour. All other entities must pay a flat fee of \$20. All fees are payable in advance. The director may waive the fee in some cases.

Entities which violate any meeting room policy stated herein will be denied future use of the meeting room.