

CITY OF COPPELL

LIBRARY OPERATING PROCEDURE

Administration 101.2	Issue Date: 08/10/1995
Business Center, Conference and Study Rooms Guidelines	Revision Date: 5/9/19

Purpose

The purpose of these guidelines is to ensure equitable access to the Library’s Business Center, Conference Room, and Study Rooms.

Mission

The Business Center, Conference and Study Rooms of the Cozby Library and Community Commons are used to:

1. Support the educational, cultural, recreational and informational mission of the library for adults and children.
2. Provide space for the City Council, City Boards and Commissions, and City of Coppel Departments to hold events.
3. As available, provide access to Cozby Library and Community Commons users for work, study, meetings or presentations.

To ensure fair and orderly use of the rooms, the following guidelines apply. The Library, City of Coppel and Friends of the Library are largely exempt from these guidelines.

Availability

Availability described in this section is limited to hours during which the library is open. Rooms governed by these guidelines are not available for use outside library hours.

- Study Rooms A-C are available for same-day sign-ups. (See “Same-Day Sign-ups” below.)
- Study Rooms D-E are available by reservation. (See “Reservations” below.) When not reserved, they are available for same-day sign-ups.
- Study Room F is available by reservation, except during the hours of 5 to 9 p.m., Monday through Thursday. During this time, and at any other time for which it has not been reserved, it is a shared space. (See “Shared Spaces” below.)
- The Business Center is available by reservation. When not reserved, it is a shared space.
- The Conference Room is available by reservation. When not reserved, it is available for same-day sign-ups by persons age 14 and older. The Conference Room will be locked when not in use.

Same-Day Sign-ups

The following guidelines apply to rooms available for same-day sign-up:

- Individuals must sign in for an open study room using their own name and may not sign in using another person's name or on behalf of another person.
- Groups of more than one person may sign in for a room using the name of one of their members.
- Individuals and groups will have exclusive use of the room during the time of their sign-up. **A given person may not have exclusive use of any library space for more than 3 hours per day**, whether:
 - Alone or as part of a group
 - In one block of time or intermittently
 - By advance reservation or same-day sign-up
- The person whose name appears on the sign-up sheet (or, if a minor, their legal guardian) shall be held responsible for any and all damages to the room and/or its contents occurring during the time of the reservation.
- The library asks all users to be respectful of others and promptly vacate the room when their sign-up time has ended and another user is waiting. However, if a user finishes their sign-up time and no one is waiting, they may remain in the room until another user signs up for the space.
- Any room left vacant for more than 15 minutes will be assumed vacated, at which time library staff may remove materials from the room and make it available for another patron. Library staff will take personal materials to the library's lost and found. The library assumes no responsibility for the loss or damage of personal items.
- All persons must vacate the building by the library's posted closing time.

Reservations

The following guidelines apply to rooms available by reservation:

- Reservations may be made no more than three months in advance or less than 72 hours in advance by a Cozby Library and Community Commons cardholder. The cardholder must be age 14 and older and in good standing with no overdue materials or fees. Reservations may be made in 30-minute blocks to a maximum of 3 hours.
- A library cardholder age 14 or older may schedule one meeting at a time. Future meetings may not be scheduled until after the initial meeting takes place. Standing reservations for the rooms will not be accepted.
- Each date/time request must be submitted individually.
- The applicant making the reservation shall claim the room, attend the meeting, and may designate an alternate when making the reservation.
- Reservations may only be scheduled on days, and during times, the library is open.
- A designated staff person acting for the library will confirm approval or denial of reservation requests within three (3) business days, excluding holidays and weekends.

Any requested changes to the original reservation are not approved until confirmed by library staff.

- Reservations are subject to cancellation in case of emergency or if the Library or the City of Coppell requires the use of the rooms. Library staff will make every effort to avoid canceling an existing reservation. If a cancellation does become necessary, the library will notify the applicant as early as possible.
- If cardholder is late to claim a reservation by 15 minutes or more, the reservation may be cancelled.
- Individuals and groups will have exclusive use of the room during the time of their reservation. **A given person may not have exclusive use of any library space for more than 3 hours per day**, whether:
 - Alone or as part of a group
 - In one block of time or intermittently
 - By advance reservation or same-day sign-up
- The applicant making the reservation, or minor applicant's legal guardian, shall be held responsible for any and all damages to the room and/or its contents occurring during the time of the reservation.
- In rooms that become shared space when there are no reservations (i.e. Study Room F and the Business Center), users may remain in the room once their reservation has ended. In all other rooms available by reservation, the library asks users to be respectful of others and promptly vacate the room when their reservation has ended and another user is waiting. However, if a user reaches the end of their reservation and no one is waiting, they may remain in the room until another user signs up for the space.
- Any room left vacant for more than 15 minutes will be assumed vacated, at which time library staff may remove materials from the room and make it available for another patron. Library staff will take personal materials to the library's lost and found. The library assumes no responsibility for the loss or damage of personal items.
- All persons must vacate the building by the library's posted closing time.

Shared Spaces

The following guidelines apply to shared spaces:

- No reservations or sign-ups are required to use the space.
- No time limit shall be imposed on use of the space.
- No person or group will be guaranteed exclusive use of the space at a given time.
- All persons must vacate the building by the library's posted closing time.

User Expectations

The following guidelines apply to all rooms governed by any part of these guidelines:

- All individuals and groups must comply with the Library Facility Guidelines.

- No individual or group may solicit library patrons or the general public on library property outside the confines of the reserved room.
- Rooms may not be used for personal parties or events such as bridal showers or birthday parties.
- Permission to use the rooms shall not, in any way, constitute an endorsement of any group, its policies, or activities by the library or the City.
- Per the Coppell Fire Department, attendees must not exceed the posted occupancy load for a room:
 - Study Rooms A, C, E: up to 6 people
 - Study Rooms B, D: up to 4 people
 - Study Room F: up to 12 people
 - Business Center: up to 12 people
 - Conference Room: up to 12 people
- A/V equipment may be available for use within the room. Equipment will be checked out with a library card or a driver's license at the Information Desk. Responsibility for their safe and proper use rests with the individual checking out the equipment.
- Nothing may be hung on any wall or door in any room; no tape, staples, tacks, nails or similar method is allowed.
- When using the Conference Room, the applicant's or alternate's ID is required when claiming the room; it will be held at the front desk until picked up after use of the room.
- Library personnel are not available for setting up or clearing tables and chairs in the rooms. The individual or group using the room is responsible for setting up the room as needed, restoring room to original condition and vacating the room by the scheduled ending time. Removing personal belongings and placing trash in the proper receptacle following use of the room shall be the sole responsibility of the individual and/or group requesting the rooms.
- Furniture, including tables or chairs, may not be moved into or out of the rooms.
- Charges may be imposed upon the individual or group using the room if their use of the equipment and facilities results in damage to or special cleaning of the library's property.
- Permission to use the room may be withheld from individuals or groups who have damaged the room, carpeting, equipment or furniture, who have caused a disturbance, or failed in any other way to comply with rules and regulations governing the use of the room.
- It is the policy of the library to maintain its facilities in compliance with all applicable local, state and federal building codes and regulations, including the Americans with Disabilities Act. The Library Facilities Guidelines are also applicable to all meetings held in the rooms.