

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.columbustexaslibrary.net/about-us/library-policies.

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 or 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 10:00 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.

1. Please check in at the front desk before setting up in the meeting room to pay fee, if not already done. Please let staff know if you need assistance with AV.
2. You are responsible for setting up the meeting room for your meeting and cleaning it up after your meeting. Tables are stored on the right side and chairs are stacked five (5) high against the left side.
3. Your meeting must be open to the public and to the media.
4. Social events or private parties such as wedding receptions, showers, and birthday parties, and religious activities may not be conducted.
5. No illegal activity may be advocated, promoted or discussed.
6. Nothing may be affixed to a wall in the meeting room.
7. Although refreshments may be served, no smoking or alcoholic beverages are allowed anywhere in the library.
8. The door and outdoor exits must be kept unlocked and open aisles maintained throughout any meeting.
9. You may not make a considerable amount of noise or otherwise create a disturbance during library operating hours.
10. After hours, if there is an emergency, dial 911.

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.

Amended 1/28/2024

**Application for Use of Meeting Room
Nesbitt Memorial Library
529 Washington Street
Columbus, Texas 78934
979.732.3392**

Date_____

Name of Group/Organization_____

Name of Contact Person_____

(Designated Representative-responsible for opening and closing room)

Address_____

Cell Phone _____ Email_____

Meeting Date:_____ Alternative Date:_____

Meeting Time (include set-up and clean-up time) _____

Approximate Number of Attendees_____

Nature of the Meeting, and purpose and function of the Group/Organization:

In addition to your own laptop, will you need?

- AV (HDMI cord, Mac or PC adapter)
- Microphone
- Pointer

- I have been given a copy of the Meeting Room Policy and agree to be responsible to follow the rules in the policy. I agree to reimburse the City of Columbus for any damage or loss that may occur as a result of the use of the facility, including cost of special cleaning services, and to return the key by noon on the next business day.

Signature_____

Printed Name_____