



## HURST PUBLIC LIBRARY RENTAL POLICY

### Interior Meeting Rooms

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#### Our Mission

*The Hurst Public Library is dedicated to acting as a vital educational institution to all citizens by providing access to information, offering professional assistance, materials, and programs that support life-long learning, social needs, and cultural enrichment and leisure interests.*

901 Precinct Line Road  
Hurst, Texas 76053

817.788.7300  
[www.hursttx.gov/library](http://www.hursttx.gov/library)

This facility is wheelchair accessible and accessible parking spaces are available.

## Meeting Room Purpose

The Hurst Public Library Meeting Rooms were designed to be used for Library programs. As a service to the community, when they are not being used for Library programs or activities, Library meeting rooms are available for rental by the public for civic, cultural or educational programs or meetings. Use of the meeting room does not constitute an endorsement of the views of the user by the City of Hurst.

## Rental Policies

### Appropriate Use

Meeting room space is intended for specific events rather than for regularly scheduled, on-going meetings in order to give all organizations an opportunity to use the meeting rooms. Rooms may not be rented more than once every three months by any individual or organization. Rooms may not be used for commercial purposes, for any purpose that directly promotes an individual's personal gain, or for private social events such as, but not limited to: birthdays, anniversaries, wedding receptions, showers, and/or parties.

All activity must be confined to the rental space only.

No admission charges, collections or money-raising activities may be attached to any function held in the Library's Meeting Rooms with the exception of the City of Hurst or Friends of Hurst Library functions.

### Food and Drink

No food or refreshments with the exception of bottled water can be brought into the Library Meeting Rooms.

### Decorations

Nothing may be attached to the walls or ceiling. Use of glitter, glue, paint or anything that will damage carpet or cleaning equipment is prohibited. No candles, fire or flame is permitted.

### Capacity

Attendance at meetings must be limited to the seating capacities for each room as specified in the "Rental Periods and Fees" section.

### Reservations

Reservations must be made in person for a single day only and are scheduled on a first come, first served basis, at least 24 hours in advance, and up to 60 days in advance. Valid photo identification with current address must be presented at the time of rental registration.

The reservation form must be completed and signed by an adult (18 years of age or older) and all fees must be paid in full to confirm a reservation. A full refund will be given if cancellations are made at least five business days prior to the scheduled reservation. For cancellations of four or less business days prior to the event, there will be no refund.

The Library reserves the right to reject any reservation.

All reservations are subject to cancellation if the City of Hurst requires use of the room. This will only be done on occasions of extreme importance and renter will be notified as early as possible.

### Equipment

Rooms have WiFi and connections for power. Renters must provide all other equipment, including computer or AV equipment.

### Room Set-Up and Maintenance

Rented spaces must be left clean and returned to original condition. Setup and arrangement of furniture, as well as clearing of the room following a meeting, is the responsibility of the renter.

### Liability

The renter, as well as the membership of the group as a whole, agree to comply with all applicable federal, state, county, and city ordinances, rules and regulations both written and verbal and will not hold the City of Hurst or its representatives liable for any injury sustained while using the facility.

Groups or individuals who fail to comply with Library Policy, rules or procedures for use of Library Meeting Rooms & Program Rooms, damage equipment or furnishings or who cause disturbances will forfeit their deposit and right to use the Library Meeting Rooms. The renter is responsible for all activities during the time of the rental, including damage and cost of repairs occurring during the period for which he or she rents the room.

The Library is not responsible for items left in the rooms; items not removed are subject to being sold at the public auction in accordance with City of Hurst Ordinance No. 682.

### Rental Periods and Fees

Rental time includes set-up, take down, and clean up time. Please plan your event so that you will be ready to exit the facility at the end of your reservation time. The attendant or Library Staff will be on site to monitor the facility. The attendant or Library Staff are not responsible for the setup, take down, or cleanup for the reservation.

The Group Study Room (B), and Learning Center Classroom (C) are available for rental during Library hours only. Since these rooms are only available during Library hours, a security attendant and damage deposit are not required. Rental fees are located in the chart below:

<u>Meeting Room Name</u>	<u>Room Rental Fee</u>
<u>(B) Group Study Room</u> (capacity: 12)	\$5.00 per 4-hour period or portion thereof
<u>(C) Learning Center Classroom</u> (capacity: 50)	\$20.00 per hour period or portion thereof with a 2-hour minimum

Any date or time slot changes made by the renter, or party to, will be charged an additional \$25.00 administrative fee.

Exceptions to established policies must be approved by the Library Director and/or the Library Board.

<i>Room Type</i>	<i>Times Available</i>	<i>Rental Fee</i>	<i>Damage Deposit</i>	<i>Staff Attendant Fee</i>	<i>Capacity</i>
<u>Program Room North and South</u> (Access to Kitchenette and Green rooms)	7:00 a.m. – 10 p.m. Seven days a week when not reserved for Library use	\$60.00 per hour or period or portion thereof with a 2 hour minimum	\$200 (refundable)	\$10.00 per hour per attendant (2 hour minimum)  Monday - Saturday 7:00 a.m. – 10:00 a.m.  Monday, Wednesday, Friday and Saturday After 6 p.m.  Tuesday and Thursday After 9 p.m.  Sunday 7:00 a.m. – 10:00 p.m.	237
<u>Program Room North</u> (Access to Kitchenette and Green rooms)	7:00 a.m. – 10 p.m. Seven days a week when not reserved for Library use	\$45.00 per hour or period or portion thereof with a 2 hour minimum	\$150 (refundable)	\$10.00 per hour per attendant (2 hour minimum)  *Schedule same as above	124
<u>Program Room South</u> (No Access to Kitchenette, Green Rooms or Storage) Default setup only	7:00 a.m. – 10 p.m. Seven days a week when not reserved for Library use	\$25.00 per hour or period or portion thereof with a 2 hour minimum	\$50 (refundable)	\$10.00 per hour per attendant (2 hour minimum)  *Schedule same as above	113
<u>(B) Group Study Room</u>	Available for use during Library Hours only	\$5.00 per 4-hour period or portion thereof  No equipment is provided by the Library  (If room is not reserved, it may be used free of charge on a walkin basis)	N/A	N/A	12

<p><u>(C) Learning Center Classroom</u></p>	<p>Available for use during Library Hours only</p>	<p>\$20.00 per hour period or portion thereof with a 2 hour minimum</p> <p>Library Computers may not be used. No additional equipment is provided by the Library.</p>	<p>N/A</p>	<p>N/A</p>	<p>50</p>
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Approved by Hurst Library Board and Hurst City Council - Effective July 10, 2019