



## HURST PUBLIC LIBRARY ROOM RENTAL POLICY

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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.hurst.lib.tx.us](http://www.hurst.lib.tx.us)

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 rented 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 of the room 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.

Meeting rooms have access to the lobby lounge seating, public restrooms, Friends vending café and lobby exhibits. Public parking is located to the south of the building. A loading zone is located on the west side of the building.

During Library hours, 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

Refreshments and light catered meals may be served. Refreshments must be non-alcoholic. Meal preparation is not allowed. Smoking or the use of tobacco products is also prohibited.

### 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, up to 60 days in advanced. 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 and deposits must be paid in full to confirm a reservation. A full refund will be given if cancellations are made at least six business days prior to the scheduled reservation. For cancellations of 5 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 built-in projection screens, Wifi and connections for power. Program Room North includes a modular stage. A dressing room area with two restrooms for performers and a kitchenette are adjacent to Program Room North. Renters must provide all other equipment, including computer or AV equipment.

### Room Set-Up and Maintenance

Tables and chairs are provided in the storage area adjacent to Program Room North.

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

Renters must place garbage in the outdoor dumpster located on the west side of the building. Library staff or security attendant will inspect the rented room before and after the meeting to note its condition on the checklist sheet.

### **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, 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. This attendant will be on site to monitor the facility. The attendant is 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:

<b><u>Meeting Room Name</u></b>	<b><u>Room Rental Fee</u></b>
<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

Program Room North and Program Room South are available for rental between 7:00 a.m. and 10:00 p.m., seven days a week when the room is not reserved for Library use.

Room rentals outside of Library Hours require a \$10.00 per hour fee for a security attendant with a two-hour minimum.

A room rental fee and damage deposit will be charged for the use of the Program Room North and Program Room South. Fees are located in the chart below:

<b><u>Meeting Room Name</u></b>	<b><u>Damage Deposit</u></b>	<b><u>Room Rental Fee</u></b>
Program Room North (capacity: 124)	\$150 (refundable)	\$45.00 per hour or period or portion thereof with a 2-hour minimum
Program Room South (capacity: 113)	\$50 (refundable)	\$25.00 per hour or period or portion thereof with a 2-hour minimum
Both Program Room North and South (capacity: 237)	\$200 (refundable)	\$60.00 per hour or period or portion thereof with a 2-hour minimum

The refundable security deposit may be forfeited due to any violation of the facility rental policies and procedures. The deposit will be refunded to the renter approximately 14 days after the date of the reservation. Any date or time slot changes made by the renter, or party to, will be charged an additional \$25.00 administrative fee.

No hourly rental fee will be charged to 501c3 non-profit organizations. The non-profit group must produce written verification of its 501c3 status for each rental. Non-profits will be charged only for the refundable damage deposit and security attendant when applicable.

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

Room Type	Times Available	Rental Fee	Damage Deposit	Staff Attendant Fee	Capacity
<b><u>Program Room North and South</u></b> (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 minimum of 2 hours  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.	<b>237</b>
<b><u>Program Room North</u></b> (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 minimum of 2 hours  *Schedule same as above	<b>124</b>
<b><u>Program Room South</u></b> (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 . Minimum of 2 hours  *Schedule same as above	<b>113</b>
<b><u>(B) Group Study Room</u></b>	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 walk-in basis)	N/A	N/A	<b>12</b>
<b><u>(C) Learning Center Classroom</u></b>	Available for use during Library Hours only	\$20.00 per hour period or portion thereof with a 2 hour minimum  Library Computers may not be used. No additional equipment is provided by the Library.	N/A	N/A	<b>50</b>