

Meeting / Community Rooms

Kyle Public Library (Library) Meeting / Community Rooms (Capacity: 50) can be reserved during the Library's regular business hours when they are not reserved for Library or City of Kyle use. This policy is in place to create fair access to this space. Each meeting room includes tables, chairs, and a projection screen. Groups must provide their own audiovisual equipment. Meetings held in the Library Meeting Rooms must be open to the public. Meeting rooms are not for commercial use, social gatherings (e.g., parties, reunions), or fundraising. Submitting a request does not guarantee a reservation. Requests for meeting room reservations are processed on a first come, first served basis.

I. Meeting Room Reservation & Fees

- A. Reservations requests can be made by groups residing in, or serving, Hays County.
- B. Advance Notice: Reservation requests must be made at least 24 hours in advance and no more than five weeks ahead.
- C. A separate reservation request must be submitted for each meeting.
- D. Fees: Refer to the Library Fines, Fees, and Charges Schedule for Library Meeting / Community Room fees. Fees are due 24 hours before the event.
- E. Cancellations: A 24 hours' notice is required for cancellations; repeated cancellations may result in loss of reservation privileges for one year.
- F. A Meeting / Community Room contract and Food Waiver Form must be completed upon confirmation of reservation.

II. Terms of Use

- A. Meeting / Community rooms are for public events only—not for commercial use, fundraisers, social gatherings, (e.g., parties, reunions), political events, religious services, or other similar uses.
- B. All meetings must end 15 minutes before Library closing and cleared of all belongings.
- C. The individual making the reservation, and the group, are responsible for leaving the meeting room in the state it was found and they are responsible for damages.
- D. The Library reserves the right to cancel or reschedule with two weeks' notice.
- E. The Library is not responsible for lost or stolen items.
- F. Failure to comply with Library and City policy may result in the denial of future bookings.

III. Accountability

- A. The individual making the reservation and the group are responsible for any damages.
- B. Failure to comply with the policy may result in the denial of future bookings.
- C. The reserving party assumes liability when food or beverages are provided.
- D. All food items must be precooked prior to arriving at the Library.

Kyle Public Library
Meeting / Community Room Reservation Request

Meeting / Community rooms are for public events only—not for commercial use, fundraisers, social gatherings, (e.g., parties, reunions), political events, religious services, or other similar uses.

Meetings must be open to the public.

First Name: _____ Last Name: _____

Organization: _____

Organization's Website: _____

Email: _____ Phone Number: _____

Address: _____
(Street Address)

_____ (City, ST) _____ (ZIP)

Event Name: _____

Purpose of Event: _____

The event serves the residents of Hays County: ☐ Yes ☐ No

Event Date: _____

Reservation requests will not be accepted more than five (5) weeks prior to the event.

Event Start Time: _____ Event End Time: _____ Expected Attendance: _____

One event (up to 2 hours) free each month. Subsequent hours are charged at a rate of \$10 per hour.

Tables Needed ☐ Yes ☐ No

Chairs Needed ☐ Yes. ☐ No

☐ I will be serving food and / or beverages and acknowledge that a \$100 fee must be paid prior to the event if food and / or beverages are served.

Signature _____

Date _____