



Helen Hall Library Meeting Room Policy

The Helen Hall Library of League City, Texas has meeting rooms available for use by individuals, organizations, businesses and groups. **Applications must come from the Administrative Assistant, the Assistant City Librarian, or the City Librarian.** The following rules apply:

Attendance capacity is limited to 100 persons.

Library-related activities will take precedence.

Meeting rooms are to be used for educational, cultural, intellectual or charitable meetings or programs. Commercial activities including the promotion or sale of items or services are prohibited. Meetings and programs must be secular and non-partisan.

Approval is granted on a first come, first served basis. Applicants are notified within 14 working days of receipt of completed application. It is recommended that applications be submitted at least three weeks in advance.

Meeting rooms are available free of charge to applicants.

Not all applicants will be approved. Completion of the Helen Hall Meeting Room Application does not guarantee approval.

Applications should be submitted on a Helen Hall Library Meeting Room Application form (see attached form). Applications are approved on a first-come, first-served basis within 14 working days of receipt of the completed application.

Meeting rooms are available from one quarter hour after opening to one half hour before closing.

Use of meeting rooms does not necessarily constitute library sponsorship or endorsement. The library's telephone number may not be used for any purpose. The library's sponsorship may not be implied.

Contributions may not be solicited nor fees charged.

Smoking and vaping is prohibited.

Refreshments are permitted with prior approval.

Rooms must be left in the condition they were found. The organization or person reserving the meeting room is responsible for any and all damages.

The library will not be responsible for accidents and injuries and will assume no responsibility for equipment, supplies or other items owned by group or individual and used in the library.

Applicants, meeting and program organizers, and attendees are all obligated to follow food preparation and food service safety standards.

All organizations or persons using the rooms must adhere to all Helen Hall Library and City of League City policies. Violation may result in cancellation of future or in-progress activities.

Library orientation, tours, or displays may be arranged separately from the Helen Hall Library Meeting Room application process.

Activities and materials must be contained within the room.

Each meeting room is available for groups wishing to meet regularly. These groups may apply for up to one programming season at a time. Regardless of the date when the initial application is made and approved, groups must apply each season for the new programming season and are limited to use in the current programming season. Programming seasons run from January through May, June through August, and September through December. A programming season will not be open for reservations until library staff have finalized library programming.

The Helen Hall Library reserves the right to have a staff member present at any scheduled activity.

An applicant who has been denied use of a meeting room may appeal to the Library Director in writing within five working days after the application has been denied.

All activities held in the Library must follow all county and city health standards.