

# Georgetown Public Library

## Meeting Room Rental Fees & Policies



### Meeting Room Fees

GPL has three meeting rooms that are available every day from 7:00 AM until 11:00 PM and require a rental fee. **To reserve, contact Lauren Weiss at [lawren.weiss@georgetown.org](mailto:lawren.weiss@georgetown.org) or 512-930-3552.**

**Hewlett Room 222** is set up auditorium style with seating for 136

**Friends Room 218** is set up banquet style with seating for 78

\*These two rooms may also be rented as one large room\*

**Classroom 211** is set-up 3 to a table and seats 27.

Meeting Room Fees & Equipment			
Rooms are rented for a <b>MINIMUM of two hours</b>	Hewlett <u>OR</u> Friends (Seats 136 - Seats 78)	Classroom (Seats 27)	Hewlett <u>and</u> Friends (Seats 214)
Resident, 501(c) Nonprofit, Community Program, or Government Agency	\$10 per hour	\$5 per hour	\$20 per hour
Non-Resident, Commercial, & Political organizations	\$50 per hour	\$20 per hour	\$100 per hour
<p style="text-align: center;"><b>Audio/Visual Equipment Available</b></p> <p style="text-align: center;"><i>No fees will be charged for renting AV equipment, but <u>full replacement cost will be charged in case of damage.</u></i></p>	<ul style="list-style-type: none"> <li>Wireless Microphones (handheld and headset)</li> <li>Laptop</li> <li>Projector</li> </ul>		
There will be no charges for events co-sponsored by Georgetown Public Library or City of Georgetown.			
<p>The <b>commercial rate</b> will apply when the meeting rooms are used for the following: (1) meetings of profit-making groups or businesses; (2) fund raising events; (3) meetings which require payment of tuition or other fees (except for government or library agencies); (4) meetings where products or services are promoted or sold; (5) meetings which are designed to further the specific goals of an individual or group, such as political campaign meetings or paid tutorials.</p>			

## Policies for Meeting Room Use

1. Reservations are made on a first come, first serve basis **up to 6 months in advance**. Previous use does not imply future bookings. No person or organization may rent the meeting rooms more than **twice** a month, unless hosted/sponsored by Georgetown Public Library or the City of Georgetown.
2. ALL food and beverages served in GPL meeting rooms **MUST** come from the Red Poppy Coffee Company, located on the library's first floor. Contact Lisa Hoekstra at 512-931-7703 for catering options. **Only if Red Poppy Coffee Co. declines to provide service for your event may you bring in food or beverages from outside.**
3. **Renters are responsible for set-up and clean-up, which must take place during the reservation period.** Renters are permitted to re-arrange meeting room furniture, as long as the room is returned to its original configuration. The GPL staff is NOT available to change the room arrangement. Groups who set-up or take-down outside the reservation period will be billed for an additional hour.
4. Rental fees are due prior to start of the reservation, payable at second floor Reference Desk. Payment can be made with cash, credit card (excluding American Express), or check (made out to the City of Georgetown). **Groups/individuals who cancel a reservation less than 24 hours in advance, or fail to show are responsible for paying the full rental fee. If a meeting goes 15 minutes over the scheduled time, an additional HOUR will be billed.**
5. Advertising and printed materials of events or programs sponsored by the renter must contain the following disclaimer: **"THIS EVENT IS NOT AFFILIATED WITH OR SPONSORED BY THE GEORGETOWN PUBLIC LIBRARY OR THE CITY OF GEORGETOWN."** The disclaimer must be clearly displayed on all advertisements, and no smaller than font size 10.
6. If unfamiliar with the operation of the library's AV equipment (projector, microphones, etc.), renters should contact Lawren Weiss (512-930-3552) to arrange a tutorial with staff.
7. Activities for minors must be supervised at all times by an adult.
8. Meetings must be free and open to the public unless commercial rental rates are being paid. Only groups that pay the commercial rental rate may charge admission fees or hold fund-raising events. Groups that do not pay commercial rental rates may only charge attendees for food that is served at the event and/or materials provided as a part of the event.
9. Groups claiming 501(c) may be required to provide copies of the forms granting that status.
10. ALL political parties will be charged the commercial rate. The GPL is a government-owned facility. Renters are responsible for complying with Section 255.003 of the Texas Election Code which prohibits the use of public funds (including the use of government-owned facilities), for the distribution of written political advertising materials, or for radio or television broadcasts of political advertising. Political advertising materials can only be distributed to guests in the rented room.
11. **Georgetown Public Library and/or City of Georgetown meetings and events may take precedence over any other scheduled event. GPL and COG reserve the right to reschedule or cancel any meeting, for any reason.** GPL will notify each meeting's representative of cancellation and will make arrangements to reschedule or refund rental fee.
12. The City of Georgetown and GPL are not responsible for any lost or stolen items.

## Miscellaneous Restrictions

1. Smoking, candles, and open flames are not allowed. This includes the balcony area.
2. Registration tables, or any other activities are not permitted outside of the room. Registration lines cannot extend into the hallway.
3. Decorations are not allowed on the walls, windows, or ceilings. Decorations may be placed on the tables and bulletin boards, located on either side of the white board in each room. Furniture **cannot** be borrowed or moved from other meeting rooms or areas of the library.
4. Alcoholic beverages are only permitted with prior approval of the Director. A professional security guard will be required at events where alcohol is served.
5. GPL cannot store equipment and/or supplies for any non-library meeting room functions.
6. Events with amplified music are not permitted during library operating hours.

Any circumstances not covered in the above policies will be resolved by discussion with Director Eric Lashley. Groups requesting exceptions to these policies must do so in writing to Director Lashley at [eric.lashley@georgetown.org](mailto:eric.lashley@georgetown.org) before a reservation will be made.

**Failure to follow GPL Meeting Room Policies will result in refusal of further room reservations.**