

HEBERT COMMUNITY ROOM

The primary function of the Hebert Community Room of the Effie & Wilton Hebert Public Library is to promote the Library's mission. The meeting room is available for use by groups for non-commercial, non-partisan, cultural, educational, civic, and City purposes when not needed by the Library. The Library requires that all meetings be open to the general public, regardless of age, sex, race, religion, national origin, or physical disabilities. In keeping with its public function, the Library's meeting room is not available for birthday parties, private receptions, dances, or other private or social functions or for purposes, which further any one individual's goal.

The Hebert Community Room availability is contingent on there being no conflict with Library programs or meetings, which have first priority at all times. The Library reserves the right to determine use of the room, and to cancel or reschedule all arrangements, at its discretion, with or without cause or reason, and without liability. Events and meetings scheduled that are not City, Library, or Port Neches-Groves School District related shall require a \$25 fee for use of the room. The fee will be collected along with the application form. Final confirmation will be given to the applicant.

The fact that a group is permitted to meet at the Effie & Wilton Hebert Public Library does not in any way constitute an endorsement of the group's policies and beliefs.

Groups may not use the name or address of the Library as the official address or headquarters of the organization. Advertisements for meetings held in the Library may not be displayed in such a manner as to suggest Library sponsorship.

Failure to abide by this policy, the related regulations, and the general "Hebert Public Library Code" will result in cancellation or refusal of reservations. An organization seeking to use the meeting room facilities must agree in writing to observe this policy and regulation.

(Refer to Appendix contents' page for application form.)

REGULATIONS GOVERNING USE OF THE HEBERT COMMUNITY ROOM

1. The Library requires that all meetings be open to the general public, regardless of age, sex, race, religion, national origin, or physical disabilities. In keeping with its public function, the meeting room is available for use by groups for non-commercial, non-partisan, cultural, educational, civic, and City purposes when not needed by the Library. It is not available for birthday parties, private receptions, dances or other private or social functions or for purposes which further any one individual's goal.
2. No admission fees may be charged nor money collected for profit, unless the meeting is a Library-sponsored event.
3. Reservations must be made in writing, on the Library's application form, not more than ninety (90) days nor less than five (5) days prior to the event. In accordance with the "Meeting Room Use Policy," room availability is contingent on there being no conflict with Library programs or meetings, which have first priority at all times. Reservations are not accepted for periods when the Library is closed.
4. The person authorized by the group to assume responsibility on its behalf and sign the application for the room must have a current library card and be present at the meeting. Minors may not reserve the meeting room, nor can they serve as sponsors.
5. All reservations must be confirmed by the Library; an application does not ensure approval.
6. Requests are considered in the order of application.
7. If a meeting is canceled by the Library, 48 hours notices will be given, if feasible.
8. Should the group cancel or move their meeting to another location, the Library should be informed so another group may utilize the room.

AMMENDED: Approved by Library Board on 3/10/09 ; Adopted by City Council on 4/16/09

AMMENDED: Approved by Library Board on 5/10/11 ; Adopted by City Council on 6/2/11

**APPLICATION FOR USE OF THE
HEBERT COMMUNITY ROOM
EFFIE & WILTON HEBERT PUBLIC LIBRARY**

Date of Application

Name of Organization

Name of President or Chairman

Name of Person Filing Application

Office in Organization

Address

Telephone Number

Subject or Purpose of Meeting

Date of Meeting

Hours Meeting will begin and end

Anticipated Number in Attendance

- A \$25 fee is required for parties not affiliated with the City, Library, or PNG Schools.
- When the Library is not open, the room is not available.
- Smoking is not permitted by state law. The person who is responsible for the meeting will see that this law is obeyed.
- Any misuse of the building or equipment will mean use of the building will be denied to you in the future and damage fees may be assessed at the discretion of the Librarian.
- The Responsible party will ensure that Library policies are followed.

Signature of Responsible Party

LIBRARY USE:

School-related Library Program Govt/City-Related Fee Waived Approved