

Deer Park Public Library Conference Room Policy

Deer Park Public Library has a small conference room available for quiet meetings and group study free of charge. Failure to abide by the library's Conference Room policies and rules may result in loss of Conference Room privileges.

1. The Conference Room, when not used for Library or City of Deer Park business, is available for reservation by the public during normal library hours for non-commercial meetings. One reservation at a time is allowed. The reservation form is available online and should be submitted 7 days prior to proposed meeting date.
2. The room will also be available on a first come, first serve basis for a maximum period of two (2) hours with the following exceptions:
 - a. Use by the Library, City of Deer Park or an approved reservation will take precedent over first come, first served usage.
 - b. The Conference Room must be shut down thirty (30) minutes before the library closes. Specifically, the Conference Room will shut down at the following times: Monday and Wednesday by 5:30 pm, Tuesday and Thursday by 8:30 pm, Friday and Saturday by 4:30 pm.
 - c. The Conference Room may not be accessed later than thirty (30) minutes before the library closes.
3. The room is available to the public for groups of 5-15 people.
4. Users of the Conference Room must be 16 years of age or older. There must be a minimum of 5 people and a maximum of 15 people in the room at any one time. Groups smaller than 5 will be required to use the Group Study Room.
5. There is a limit of two hours a day per group unless otherwise approved by the Library Director during the reservation process.
6. The Conference Room may be reserved using the Conference Room Reservation Form or checked out to a member of the group using the room on a first come, first served basis. Guest Passes are available to patrons 16 years of age or older who present a valid picture id. Patrons using a Guest Pass will be required to leave their picture id at the Help Desk for the duration of the room usage.
7. Under no circumstances will the Conference Room be used for commercial business purposes, such as tutoring, job interviewing, or sale of items.
8. No food or drink is allowed in the Conference Room.

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9. Audio and video files must be listened to at a level where the sound level cannot be heard outside the Conference Room.
10. Boisterous, loud, or unruly behavior will not be tolerated, and may result in the permanent loss of Conference Room privileges.
11. Groups using the Conference Room are responsible for maintaining and leaving the room in its original order. Once room usage is completed, patron who reserved or checked out the room must stop at the Help Desk and notify the Librarian that they are done with the room.
12. The Deer Park Public Library reserves the right to revise and change this policy at any time without notice. It is the responsibility of the patron to read and accept the current version of the policy.
13. The Library Director reserves the right to limit or regulate the use of the Conference Room.
14. Violations of the Conference Room Policy may result in the following consequences:
 - a. First offense – Denial of Conference Room privileges for one (1) month.
 - b. Second offense – Denial of Conference Room privileges for three (3) months.
 - c. Third offense – Permanent denial of all Conference Room privileges.
 - d. Financial consequences – Repair costs, whether from negligent, reckless, or intentional damage, are the responsibility of the patron and such costs will be determined by the Library Director.
 - e. However, patrons may lose privileges immediately if a staff member decides that the violation is serious enough. Please be advised that complaints of illegal activity or disruptive behavior will result in immediate shut down by staff. Reinstatement may be considered after a staff investigation of the complaint.

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