



The Colony Public Library Conference Room Policy

Adopted by The Colony Public Library Board 03/00
Revised 08/00; 01/11; 07/15; 09/23

- I. Use of The Colony Public Library conference room is primarily intended for Library-sponsored or co-sponsored activities and meetings and, as such, these uses have first priority in scheduling of the space.
- II. **Other Uses**
 - A. The conference room may also be reserved for use by other City of The Colony departments and/or other governmental agencies and services.
 1. Reservations are taken on a first-come, first-served basis.
 2. The conference room is available only during the Library's regularly scheduled hours. Meetings shall be brought to a close and cleanup completed by the Library's closing hour. The only exception will be if the use is by a City of The Colony department, in which case a staff member of that department must be in attendance throughout the meeting and must take responsibility for securing the facility.
 3. The conference room is equipped with a monitor, internet access, and HDMI connections for presentations. Library staff will provide instruction in the use of the equipment.
 4. The room must be left in its original condition and clear of trash and personal belongings.
 - B. The Director of The Colony Public Library is empowered to make decisions regarding the availability and use of the room outside those outlined in this policy. The Library Director may also delegate authority to approve room use requests to designated Library staff.