

# Meeting Room Application

STAFF ONLY

Rental Fee Paid  
Amount: \$ \_\_\_\_\_  
Staff: \_\_\_\_\_  
Date: / /

Date of meeting: \_\_\_\_\_ Day of Week: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Name or Organization: \_\_\_\_\_ Non-Profit (Please provide 501C3)

Person applying: \_\_\_\_\_ Position in group: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Business ( ) - \_\_\_\_\_ Home/Cell: ( ) - \_\_\_\_\_

President of Organization: \_\_\_\_\_ Head Administrator: \_\_\_\_\_

Address: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_ Activity: \_\_\_\_\_

Will there be any charge for people attending this meeting? YES / NO Expected Attendance: \_\_\_\_\_

Setup: Audience Style (chairs only): \_\_\_\_\_ Classroom Style (tables and chairs): \_\_\_\_\_

Subject of Activity: \_\_\_\_\_

\*Please attach a brief description of materials to be exhibited or distributed literature\*

Types of refreshments to be served: \_\_\_\_\_ (Group is responsible for clean-up)

\*\*\*\* NO AUDIO VISUAL EQUIPMENT AVAILABLE \*\*\*\*

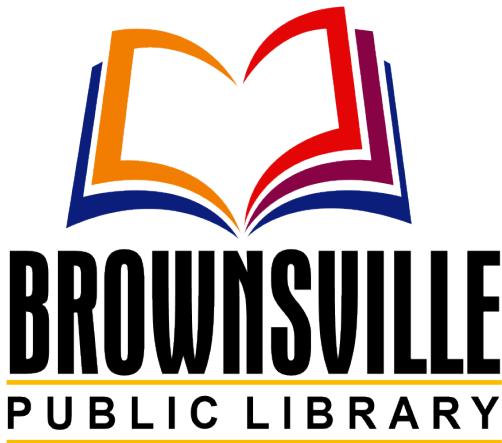
**\*At the moment there are no conference rooms in the Southmost Branch. \***

**The meeting rooms are available after library hours, but there is a charge for the employee staying to close.** Payment for rental must accompany this application form. Application is subject to approval by the Library Director. To the extent permitted by State law, the user and/or the user's group will be held liable for any damages to the Library's facilities (i.e. building, furniture, equipment, etc.), and agrees to hold the Brownsville Public Library and the City of Brownsville harmless from any loss, damage, liability, costs and/or expenses that may arise during or to be caused in any way by such use of Library facilities. By signing below, the applicant agrees to all the rules and charges of the policy, which can be found on the following page. **Please email this to [ruth.mckula@brownsvilletx.gov](mailto:ruth.mckula@brownsvilletx.gov), [maribel.deleon@brownsvilletx.gov](mailto:maribel.deleon@brownsvilletx.gov), and [courtney.taylor@brownsvilletx.gov](mailto:courtney.taylor@brownsvilletx.gov)**

**Library Hours**  
Central Branch:  
Mon-Thurs: 10:00 am – 9:00 pm  
Fri-Sat: 10:00 am – 6:00 pm  
Sun: 1:00 pm – 8:00 pm

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)



## Room Rental Policy

		Profit	Non-Profit w/ 501C3 form
I.	Large Meeting Room	(A102)	Capacity: 100
	2 hour period	\$60.00	\$25.00
	Per Day (8 hrs.)	\$200.00	\$75.00
II.	Charges and Penalties	Based on estimate of repair	
	Damage	Additional 1/5 <sup>th</sup> of fee paid	
	Dirty facility		
	Meeting over scheduled	Additional 1/5 <sup>th</sup> of fee paid per 30	
	Meeting time	minutes	

The Meeting Room may be rented to other groups such as civic, cultural, educational, and philanthropic organizations. Religious groups may use the room for nonsectarian or interdenominational gatherings. Political groups may use the room for non-partisan or bi-partisan programs. The Library reserves the right of first usage of any room.

Library Administration has the authority to grant or refuse permission for use of the Meeting Room if there is a question as to the objectives and/or activities of the organization, group, or individual making the request. A group who has reserved the room may be displaced up to two weeks prior to a meeting if the room is needed for a library function.

Charges for the use of meeting room have been determined by the Library Director with the approval of the Brownsville Public Library Board and the City Commission. Meeting room charges and fees are listed in table above. Fees are assessed per two hour time periods.

Reservations may be made by fax, e-mail or in person. The Meeting Room Application with all fees must be submitted at least one week in advance but no more than 90 days in advance. Acceptable payment forms include cash, check, money order or credit card (Visa and MasterCard only).

Hours of scheduling shall include the total time involved in the meeting, from the time the organization requires the room for setting up, to the time the room is vacated. The rooms may be scheduled before or after regular library hours by special arrangement, subject to the approval of the Library Director. No meeting shall be scheduled on a city holiday.

Light refreshments may be served in connection with a meeting, but in no event shall alcoholic beverages of any kind be served or permitted in the library. No food preparation will be allowed. The room must be left clean. An additional charge of one fifth (1/5) of the fee paid will be assessed if the facility is not left clean.

An additional charge of one fifth (1/5) of the fee paid will be assessed for meetings lasting 30 minutes longer than scheduled. Notification of cancellation of a room must be made at least 24 hours in advance of the scheduled meeting.