

USE – When not needed for library purposes or official city business, the Taylor Auditorium at the Tyler Public Library, is available free of charge during regular hours to nonprofit groups planning public presentations of an educational, cultural, or civic nature, including but not limited to lectures, films, presentations, and debates.

1. Due to limitations in maintenance funding and staff and to provide the most appropriate use of library space, club meetings, commercial activities, private parties, sales meetings, individual presentations, and other similar events more suitable for facilities such as the city's neighborhood community centers, other parks and recreation sites or commercially available meeting locations, will not be booked for the Taylor Auditorium. A club meeting consisting primarily of a public presentation that will be of interest to the general public will, however, be allowed. Any other use may be considered on an individual basis by the City Librarian in consultation with the Library Board and City Manager.
2. The booking group may not enter the Taylor Auditorium for setup before the Library is open to the public, and programs must conclude (including cleanup) 15 minutes before the Library closes. Any group causing the staff to remain late will be billed for the salaries of all staff needed to stay. Any repeat occurrence will result in the group being banned from the use of the Taylor Auditorium.

ADMISSION and SALES FEES – No admission fees may be made for any programs presented in the Taylor Auditorium. The sale of items during the event is permissible; however, the event's primary purpose should not be a sales meeting. For example, permissible sales include but are not limited to raffle tickets for a fundraiser, promotional materials such as a t-shirt, and books signed by a presenting author.

RESERVATIONS – The Taylor Auditorium will be booked for qualified programs on a first-come, first-served basis at least two weeks but no more than eight weeks in advance. In any case, library or city needs will take precedence over all reservations. Anyone reserving the room must have a form submitted and approved in advance. A group may not reserve use of the room more than twice per month. Setup and cleanup time must be included in the time requested.

PROGRAM DESCRIPTION – All groups booking the Taylor Auditorium must submit a description of their proposed program in sufficient detail to allow the Library to ascertain the nature of the program.

AGREEMENT – A standard form must be submitted by a responsible party, 18 years of age or older, before a reservation can be completed. In submitting this form, organizations using the Taylor Auditorium agree to be fully responsible for any damage to the room or its contents. Charges will be billed for any damage based upon actual repair or replacement costs.

SETUP AND CLEANING – Each group booking the Taylor Auditorium is responsible for their own setup of tables and chairs and for leaving the Taylor Auditorium as clean as

possible after use. Nothing may be fastened or adhered to the doors or any surface inside the auditorium other than the tack wall panels at the back of the room. Thumbtacks (not nails) and tape may be used on the tack wall panels of the Auditorium. Setup and cleanup time must be included in the time requested.

EQUIPMENT – A projector, podium, 6-foot tables, 5-foot tables, 3-foot round tables, 3-foot round bistro tables, chairs, and microphones with a stand are available for use. Wi-Fi is available in the Taylor Auditorium (COT Guest). Groups must provide their own laptops and HDMI cord to connect to the room's projector. Groups must inform staff before leaving to ensure all equipment is turned off and/or returned to its proper place.

REFRESHMENTS and USE OF KITCHEN – Only nonalcoholic beverages and light refreshments such as cookies and finger foods may be served in the auditorium. A refrigerator, microwave, sink, and dishwasher are available for use. The library does allow for the use of library serving utensils, platters, pitchers, metal cutlery, measuring spoons, and bowls. All library disposable plates, cups, napkins, plastic cutlery, and straws may **not** be used and must be provided by the reserving group. The reserving group is responsible for leaving the kitchen clean after use, including removing food from the fridge. If there is a lot of trash, the group must inform Library staff.

SMOKING – All groups using the Taylor Auditorium must enforce the city's non-smoking ordinance covering the library. Smoking is not permitted in the Taylor Auditorium, restrooms, or anywhere in the building and must be confined to the outdoor smoking area at the east end of the building only.

AUTHORITY – The decision of the City Librarian concerning the conditions of use of the Taylor Auditorium with respect to these rules will be final.

PROMOTION – The Library does not promote any outside organizations on Library social media or website. The reserving group may refer to our Bulletin Board policy to have flyers posted on the Library community boards.