

# Taylor Auditorium Use Policy

When not needed for library purposes or official city business, the Taylor Auditorium at the Tyler Public Library is available for rent.

**Location:** 201 S. College Ave, accessible from the first-floor lobby of the Tyler Public Library with an additional external entrance to an outdoor patio.

<b>Max Capacity:</b>	Standing room only	228 persons
	Chair seating only	162 persons
	Tables and chairs	76 persons

**Admission and Sales Fees:** No admission fees may be charged 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 t-shirts, and book signings. For further clarification, please contact the library staff.

**Available 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 cords 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. Equipment needed should be requested at the time of registration to ensure availability and good working order. Other items are available for a fee and should be requested at the time of registration:

Equipment for Rent	Cost per event
Rectangle or Round Tablecloth	\$5 per tablecloth
Cotton Candy Machine	\$50
Popcorn Machine	\$50

**Hours:** Available for reservation Monday – Thursday between 9:00 a.m. and 7:00 p.m., Friday 9:00 a.m. – 6:00 p.m.; and Saturday 9:00 a.m. – 5:00 p.m. These hours must include set-up and clean-up time.

**Reservations:** The Taylor Auditorium will be booked 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 submit a reservation form and have the form approved in advance. A group may not reserve use of the room more than twice per month.

All rentals require a 2-hour minimum and must be paid in full at least 14 business days before the event.

**Rental Costs:** Two hours minimum; booked hours must include time for set-up and clean-up. Staff assistance with setup and cleanup may be requested at the time of registration for an added fee of \$30. Per Tyler City Code Sec. 9-1, the rental fees for the Taylor Auditorium are set out below:

Renter	Price per hour (2-hour min)
Non-Profit 501C3 or Education	\$50
Business or Private	\$100

**Note:** Fees may be paid in cash, by check, or with a credit card. Refunds for cancellations can only be processed by the City's Finance Department and will come in the form of a check mailed directly to the person who rented the room.

**Cancellations:** Cancellations must be made at least 72 hours prior to the scheduled event. If the cancellation notice is received within this timeframe, a full refund will be issued. Cancellations made less than 72 hours before the event will result in a forfeiture of the deposit. All cancellations must be submitted in writing via email or formal letter. No refunds will be provided for no-shows or failure to provide proper notice.

**Agreement:** Completion of a reservation requires submission of a standard reservation form by an individual who is 18 years of age or older and full payment of the deposit via cash, credit card, or check. A fee of \$25 will be charged for any checks returned due to insufficient funds. Upon submission of the rental agreement, the renter acknowledges and accepts full responsibility for any damages to the Taylor Auditorium and/or its contents and/or equipment. The renter will be charged for any repairs or replacements based on the actual costs incurred.

**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. ***Setup and cleanup time must be included in the time requested. Staff setup and/or breakdown assistance may be requested with an added fee of \$30 and must be requested when booking.***

**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 the Library staff.

**Smoking:** All groups using the Taylor Auditorium must enforce the city's non-smoking ordinance covering the library. See City Code Ch. 4, Article II. 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.

**Promotion:** The Library does not promote outside organizations on its social media or website. The reserving group may refer to the Tyler Public Library's Bulletin Board Policy to have flyers posted on the Library community boards. In the event publicity concerning the booked event is circulated, which lists the Library address, the following disclaimer must be included: **"THIS EVENT IS NOT SPONSORED BY THE TYLER PUBLIC LIBRARY."**

**Use Restrictions:** The City of Tyler reserves the right to terminate a reservation during the activity if conditions so warrant. The renter is responsible for the behavior of all participants (adults and children). The City of Tyler reserves the right to request participants to leave immediately or to terminate a rental when participants act inappropriately (fighting, abusive, destructive, etc.) or refuse to abide by City and Library policy. The City of Tyler reserves the right to terminate a reservation if it is believed that the event may cause undue or unusual damage to the facilities or that may violate local, state, or federal laws, rules, or regulations. Library and City staff reserve the right to refuse, modify, or terminate any individual or group the privilege of using the facilities due to abuse of any facility policy, including but not limited to:

- a) Past violations of the facility rental contract and/or policies at this or similar facilities.
- b) Past disregard for persons or property while using the facility or similar facilities.
- c) Past conduct in violation of local, state, or federal law, rules, or regulations.
- d) Failure to make full payment for any and all charges connected with renter's use of facility or similar facilities.

Users shall conform to all laws, ordinances, regulations, and Library rules, including the Library Code of Conduct. Groups/individuals failing to do so may be subject to removal from Library premises.

If the City of Tyler terminates the reservation due to a refusal to abide by the rental agreement rules, all payments made will be forfeited, and no refund will be issued.