



## Georgetown Public Library Meeting Room Facilities

The Georgetown Public Library has a variety of meeting rooms. Some require a rental fee, while others are free. Free rooms are available only when the library is open, but rented rooms are available everyday from 8:00 AM until 11:00 PM.

### Free Rooms

**To reserve a study room or the conference room call the Reference Desk at 512-930-3627.**

Free rooms include four study rooms that hold 4-6 people, and a conference room that holds up to 10 people. The study rooms are available on a first-come, first-served basis with a two hour limit when others are waiting. These rooms may be booked once a month for up to two hours. No commercial use of these rooms is allowed.

### Rental Rooms

**To rent these rooms contact Richard Groves at 512-931-7620 or [rgroves@georgetowntx.org](mailto:rgroves@georgetowntx.org).**

Rental rooms include the Hewlett Room and the Friends Room each with a capacity of 200. These two rooms may also be rented as one, large room with a 400 person capacity. During the first two weeks of each month smaller groups may rent the Classroom, which has a capacity of 40 people.

Meeting Room Fees and Deposits			
	Hewlett <i>and</i> Friends (400 person capacity)	Hewlett <i>or</i> Friends (200 person capacity)	Classroom (40 person capacity)
Resident	<b>\$80 for 2 hrs. minimum,</b> then \$40 per additional hr., \$240 for 6+ hrs.	<b>\$40 for 2 hrs. minimum,</b> then \$20 per additional hr., \$120 for 6+ hrs.	<b>\$20 for 2 hrs. minimum,</b> then \$10 per additional hr., \$60 for 6+ hrs.
Non-Resident	<b>\$160 for 2 hrs. minimum,</b> then \$80 per additional hr., \$480 for 6+ hrs.	<b>\$80 for 2 hrs. minimum,</b> then \$40 per additional hr., \$240 for 6+ hrs.	<b>\$40 for 2 hrs. minimum,</b> then \$20 per additional hr., \$120 for 6+ hrs.
Nonprofit with 501(c) status	<b>\$40 for 2 hrs. minimum,</b> then \$20 per additional hr., \$120 for 6+ hrs.	<b>\$20 for 2 hrs. minimum,</b> then \$10 per additional hr., \$60 for 6+ hrs.	<b>\$10 for 2 hrs. minimum,</b> then \$5 per additional hr., \$30 for 6+ hrs.
Commercial	<b>\$200 for 2 hrs. minimum,</b> then \$100 per additional hr., \$600 for 6+ hrs.	<b>\$100 for 2 hrs. minimum,</b> then \$50 per additional hr., \$300 for 6+ hrs.	<b>\$40 for 2 hrs. minimum,</b> then \$20 per additional hr., \$120 for 6+ hrs.
Security Deposit	\$150	\$100	\$50
<b>Equipment</b>	2 LCD (PC only) Projectors	2 TVs with DVD & VCR	Overhead projector
<b>Rental fee</b>	\$25 per meeting in advance \$75 day of meeting	\$10 per meeting in advance \$30 day of meeting	\$5 per meeting in advance \$15 day of meeting
No security deposits will be charged for rented equipment, but <i>full replacement cost</i> will be charged in case of damage. Equipment rental fees on the day of a meeting shall be three times reserved prices.			
Please note that there will be no charges for events co-sponsored by the Georgetown Public Library or City of Georgetown.			

**Rules and Policies for Meeting Room Use****Renting a Room**

1. Red Poppy Coffee Company (512-931-7703) located in the library, will provide food and beverage service for your meeting or event. Only if service is declined for your event or if you receive permission from the Library Director, may bring in food or beverages from outside.
2. Rented meeting rooms may be reserved 6 months in advance for use between 8:00 AM and 11:00 PM.
3. No person, association, organization, business, or corporation may rent any of the rooms more than once a month.
4. All fees are due when the reservation is made. No refunds will be made for any cancellation less than one week prior to scheduled use. Checks for rent and security deposits should be made payable to the City of Georgetown. No rental fees will be charged for events that are co-sponsored by the Georgetown Public Library or City of Georgetown.
5. If a meeting goes 15 minutes over the scheduled time, an additional hour will be billed.
6. Meeting rooms may be reserved for social gatherings such as showers, birthday parties, and family reunions; religious services; fundraisers; and political functions.
7. Events with amplified music will not be permitted during library operating hours.
8. Meetings must be free and open to the public unless commercial rental rates are being paid, and only groups that pay the commercial rental rate may charge admission fees or hold fund-raising events.
9. Groups that do not pay commercial rental rates may charge attendees the actual cost of food that is served at the event or the actual cost of materials provided as a part of the event.
10. The individual or group renting the room is responsible for setting up the room and returning it to its original configuration or deposit may be forfeited.
11. Any advertising or printed material of events or programs sponsored by the renter must contain the following statement: THIS EVENT IS NOT AFFILIATED WITH OR SPONSORED BY THE GEORGETOWN PUBLIC LIBRARY OR THE CITY OF GEORGETOWN.
12. No activities may be held outside of the room rented. Renters who distribute written materials in the rented room are responsible for collecting and disposing of all remaining materials prior to leaving the premises.
13. The Library is a government-owned facility. Renters are responsible for complying with Section 255.003 of the Texas Election Code, which prohibits the use of public funds, including the use of government-owned facilities, for the distribution of written political advertising materials or for radio or television broadcasts of political advertising.

**Miscellaneous Restrictions**

1. Smoking is not allowed in any of the meeting rooms.
2. Registration tables, refreshments, or any other activities are not permitted outside of the room rented unless approved by the Library Director.
3. No candles or open flames are allowed in any of the meeting rooms.
4. No decorations may be attached in any way to the walls or ceilings of any of the rooms.
5. No furniture may be borrowed or moved from other areas of the library.
6. Alcoholic beverages may be permitted with the approval of the Library Director. A professional security guard will be required at events where alcohol is served unless waived by the Library Director.
7. The library reserves the right to reschedule any meeting in case of an emergency and will notify the representative of any previously scheduled meeting as quickly as possible.
8. The City of Georgetown and the Georgetown Public Library are not responsible for any articles lost or stolen from any of the rented rooms.
9. Groups requesting exceptions to these rules and policies must do so in writing to the Library Director, with an explanation for the exception requested.
10. Failure to follow the above rules and policies will result in loss of security deposit(s) and refusal of further meeting room bookings.
11. Any circumstances not covered in the above rules and policies will be resolved by discussion with the Library Director.