

The Nora Katharine & Abner Teague Conference Center

Application & Use Policy

Hamilton Public Library, 201 N. Pecan, Hamilton, Texas 76531
Contact us @ 254-386-3474 or @ hamiltonpubliclibrary.texas@gmail.com



(scan for email address)

Guidelines

Welcome to the Hamilton Public Library's Teague Conference Center. These facilities are intended and designed to meet the library's goal of providing informational, educational, recreational, and cultural resources for our community by providing a nice, safe, and secure location for such meetings/events. The Conference Center is available to organizations, businesses, and individuals in Hamilton County on a first-come, first-serve basis.

Use of the Library's Conference Center does not constitute Library endorsement of materials, opinions, or viewpoints.

Room Deposit

A \$50 room/key deposit is required for all non-library sponsored events. The Library Director reserves the right to retain all or part of the room/key deposit for any of the following reasons:

- Failure to clean and return to original condition the Conference Center, the patio, backyard, and bathrooms.
- Damage of any kind.
- Arriving earlier or failure to vacate at the specified time.
- Failure to return keys by the next business day.

Reservations and Payments

- All requests for use of the Conference Center are scheduled through the Library Director. Requests can be made in person or via email with proper identification.
- Requests will be honored on a first-come, first-serve basis.
- Reservations may be made no earlier than 12 months prior to scheduled event.
- The Library Director reserves the right to deny or cancel reservations for just cause.
- **Room Deposit must be paid when the reservation application is submitted.** Accepted forms of payment are check, cash, money order, Paypal, Venmo or credit card.
- **Payments:** please make out **two separate checks** – one for the Room Deposit and one for the use Fees payable to the “**Hamilton Public Library.**”
- If Library Staff presence is required or if use is dependent upon staff attendance, the renter will be responsible for payment of staff's time at a minimum rate of \$20/hour per number of required staff. This is non-negotiable.
- The Library building keys must be returned and physically handed to a library staff member and signed off the **NEXT BUSINESS DAY. DO NOT PUT IN DROPBOX!**
- The Library Director reserves the right to cancel reservations if false or misleading information is given on the Conference Center Application.

Teague Conference Center - Building Use Policy pg. 2

- **The applicant/renter must check in and out with library staff for events that occur during library operational days/hours before moving into the room.**
- The Library Director, or designee, reserves the right to end, cancel or suspend meetings/events as deemed necessary to protect the health, safety, and welfare of any individuals and/or property.

Cancellation Policy

Cancellations made 90 days prior to the event will receive a full refund of Deposit & Fees PAID.

Cancellations made 89-30 days prior to event will receive a refund of their Deposit and 50% of Fees PAID.

Cancellations made LESS than 30 days prior to event will ONLY receive a refund of their Deposit.

Fees may be waived at the discretion of the Library Director for organizations/events that are sponsored by the library or organizations/events that directly benefit the Library.

Rules, Regulations and Guidelines

- **NO SMOKING, NO VAPING, NO E-CIGARETTES, NO TOBACCO, NO SMOKELESS TOBACCO, OR DRUG USE ALLOWED ANYWHERE ON LIBRARY PROPERTY, INSIDE OR OUTSIDE OF BUILDING.**
- **NO ALCOHOL:** *The serving or consumption of alcohol is not permitted inside the library building or on the library grounds.*
- The Library is not responsible for injuries sustained by those attending the event. Additionally, the Library is not responsible for food served at the event and not responsible for illness or other consequences that may occur because of eating event food.
- All events for minors must be supervised by adults at all times. Check with the Library Director regarding legal requirements.
- All parties are responsible for leaving the room, patio and all outside areas as found, including returning furniture to its original location and the cleaning of kitchen and restrooms. Floors, tables, countertops, appliances should be swept, cleaned and free of trash and debris. All trash must be taken off property.
- Decorations should be hung with Removable Mounting Putty. Financial responsibility for damage to or maintenance of facilities will be assumed by the renter. All decorations or party decorations/supplies must be removed from property.
- The person whose signature appears on the application is fully responsible for all participants using the Conference Center and all library spaces used.
- Applicants/Renters may bring in outside or rental furniture for the event with the advanced approval of the Library Director. Arrangements for the use of said furniture or equipment must be made known to the Director at the time event is scheduled. All outside furniture and equipment must be removed by the end of the rental period.
- The Library's name and telephone number may not be used in promotional materials. The library staff will not deliver messages.
- The Library will not provide storage for any property of individuals, businesses, or organizations who meet in the library building, and the Library DOES NOT assume responsibility for property whether attended or unattended, before, during, or after said activity concludes.

Teague Conference Center - Building Use Policy pg. 3

- The Library is not responsible for accidents or injuries and assumes no responsibility for equipment, supplies or other items brought in by renter and used/left on premises.
- **NOISE LEVELS & MUSIC:** All outside music/noise must end by 10 PM per Hamilton's City Ordinance. During Library operating hours volume must be kept at a minimum as not to disturb patrons of the library.
- **NO ANIMALS** except service dogs are allowed on premises. Service dogs must be leashed and not disruptive. Liability for service animals is the sole responsibility of the owner. The Library nor library personnel have liability for any legal matters brought against the service dog while at the Library.
- **NO FIREWORKS** are permitted on Library property. **NO INCENSE OR CANDLES** are permitted.
- Food and drink are permitted but everything brought in must be taken out and off property. All appliances used must be thoroughly cleaned.
- The Library has indoor and outdoor video/audio surveillance.
- The Library Director, or the designee, shall have the authority to end meetings and/or clear/close the Conference Center as they deem necessary to protect the health, safety, and welfare of individuals and property, and to maintain proper use of the Library's facilities.
- The Library reserves the right to reschedule, deny or cancel a meeting/event if it conflicts with other Library programs, operations, or weather conditions.
- While these Rules, Regulations and Guidelines are intended to be comprehensive, others may be identified and enforced on a case-by-case basis, as the Hamilton Public Library Director deems necessary under specific circumstances, as they may arise.

APPLICATION for HPL's Teague Conference Center

Select all that apply:

Organization _____ Individual _____ Non-Profit _____ For-Profit _____ In-County _____
Out-of-County _____ Private Event _____ Public Event _____

Event Date:

Requested Date(s) _____ **Total # of hours** _____

Type of event _____

Contact Name _____ Phone # _____

Organization name _____

Address _____

As the authorized representative of the organization or individual, I hereby apply for use of Hamilton Public Library's Conference Center. My organization and I agree to follow all the rules and procedures listed in the Conference Center's Policy. I have been provided with a copy and have read and understand that my organization or me, personally, will be held responsible for paying any damages, losses, and/or clean-up expenses that may result from the above group's use of the library facilities. The undersigned, both individually and on behalf of the organization, agree to hold the Hamilton Public Library and its officers, employees, and agents harmless and free from any liability of any nature, including, but not limited to, liability for damage or injury to any persons or property costs and attorney's fees arising out of or in connection with such liability.

☐ No party may transfer their reservations to another group or individual. _____ (Initials)

Authorized Representative's Signature: _____ Date: _____

FOR STAFF USE ONLY:

Date: _____

Application Denied _____ Reason Application Denied _____

Application Approved _____

Applicant Designation: Non-Profit _____ Business (for profit) _____ Private Event _____

Deposit Required: \$ _____ **PAID:** Cash _____ Check # _____ Received by: _____

Event Hours # _____ Hourly Rate \$ _____ Total Fee \$ _____ DUE by _____
(120 days before event)

Amount Paid: \$ _____ Cash _____ Check # _____ Received by: _____

Balance Remaining: _____ Balance Paid: _____ Date: _____ Rec'd by: _____

Date Deposit Returned: _____ To whom: _____

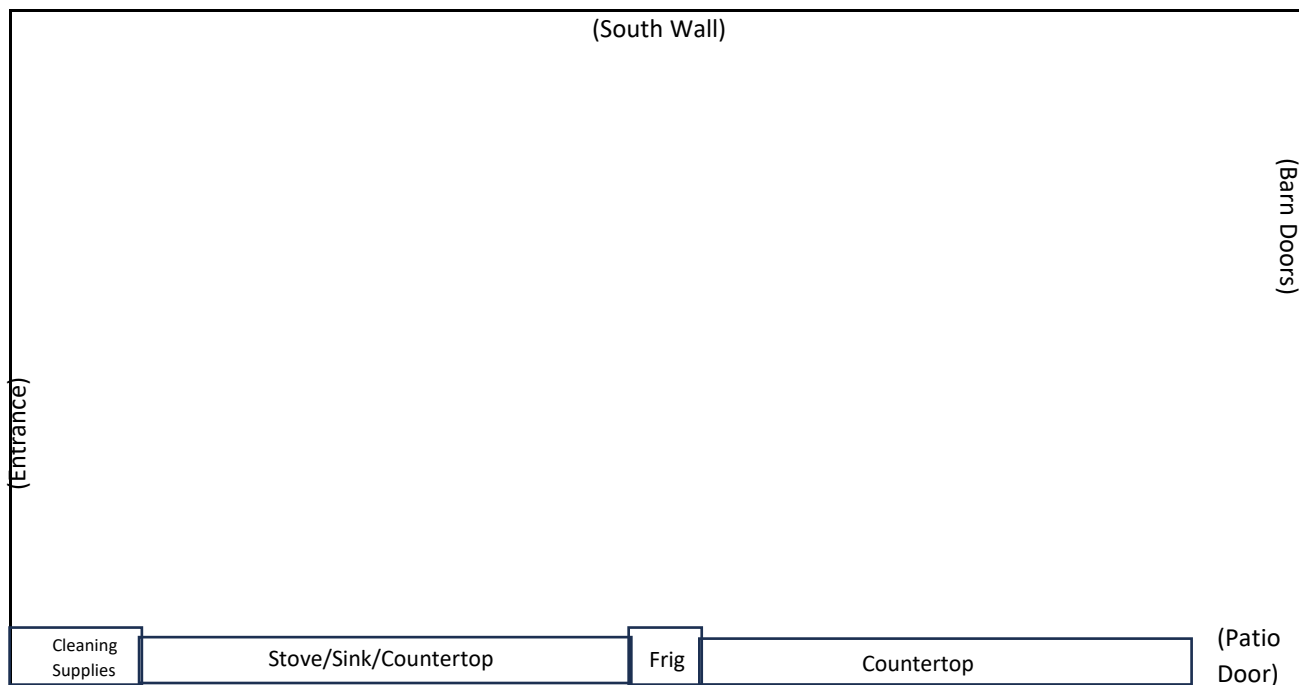
Library Director Signature _____ Date _____

Teague Conference Center: Room Set-Up

Reservation for: _____ Date/Time: _____

1st Contact Person: _____ Contact Cell # _____

2nd Contact Person: _____ Contact Cell # _____



➤ Number of chairs: _____ Number of tables: _____

- ★ Please describe and draw the desired room layout requested for HPL tables and chairs. Please indicate the number of rows & aisles or arrangement of tables, as well as which direction do you want the audience to face. The tables are 19" wide and 66" long, they seat 2 people as a stand-alone table.

Room layout design requested by: _____
(Signature)

Library Staff:

Staff received room layout: _____ Staff showed Client cleaning supplies: _____

Room set-up to be done on Date: _____ Time: _____

Staff in charge: _____ (Kym, Stacey or BettyAnn)

☐ Room Set-Up COMPLETE _____ Date/Time: _____
(Staff signature)