

## Meeting & Event Guidelines for the Meeting Center at McAllen Public Library

### 1. OVERVIEW

- a. The Meeting Center is comprised of 16 indoor and outdoor spaces throughout McAllen Public Library (4001 N. 23<sup>rd</sup> St., McAllen, TX 78504) available for rental.
- b. The Meeting Center rents meeting and event spaces to individuals, groups, and organizations in the commercial and nonprofit sectors. Events may not interfere with regular Library operations and Library-sponsored events.
- c. Request for extended hours beyond regular library hours must be approved by Library Administration or designee in advance. Other spaces within the Library are subject to restrictions based on availability and non-interference with Library operations.
- d. Rental of space in the Library does not constitute an endorsement of a group's policies or beliefs by McAllen Public Library.
- e. McAllen Public Library does not discriminate in making its premises available for use on the basis of race, color, national origin, religion, gender, age or disability.
- f. To book meeting or event space at the Meeting Center at McAllen Public Library, please submit a Reservation Request Form via email to: [librarymeetingcenter@mcallen.net](mailto:librarymeetingcenter@mcallen.net)
- g. There will be an additional fee charged for events that exceed the contracted time. The additional fee shall be prorated to 25% of the total reservation fee.

For example, for a reservation in Meeting Room B from 9AM-1PM:

- The fee is \$110 plus tax
  - Setup begins at 9AM
  - Cleanup must end at 1PM
  - If client arrives at 8:30, an additional fee of \$29 (25% of the total reservation fee) will be added to the invoice
- h. Black Iron Cafe is now our EXCLUSIVE CATERER for all events held in the Meeting Center at McAllen Public Library. Details at <http://bit.ly/mplcafe>

### 2. MEETING & EVENT SPACES

#### *Gallery Areas*

- a. **Auditorium** – Theatre-style seating with a small stage. Includes access to two Green Rooms connected to a unisex restroom. Ideal for movie screenings, lectures, and presentations. Food and beverage are prohibited in the Auditorium. *Seating: 180 | Setup option: Fixed – see “Space Setup” section.*
- b. **Meeting Rooms A & B** – May be rented separately or together. Ideal for conferences, lectures, receptions, parties, or presentations. Includes access to a Catering Room, which is equipped with counter space for basic food serving. Open flames or cooking on-site are prohibited at McAllen Public Library. *Seating: 196 (together), 98 (separately) | Setup option: Varies – see “Space Setup” section.*

- c. **Conference Rooms A & B** – Must be rented separately. Each is equipped for meetings and programs. Videoconferencing only available in Conference Room B; protocol compatibility: H323 and SIP. *Seating: 16 (each) | Setup option: Fixed – see “Space Setup” section.*
- d. **Lobby/Gallery Area** – A corridor running from the Library’s entrance lobby to the Auditorium entrance. May be rented separately or in conjunction with the Auditorium, Meeting, and/or Conference Rooms. Public has access during regular library hours. *Seating: Varies | Setup option: Varies – see “Space Setup” section.*

#### *Adult Areas*

- e. **Quiet Reading Room** – Features audio output only (i.e., no video). Restricted to: author readings, presentations, and other literary-type events open to the public. No closed door meetings. *Seating: 40 | Setup option: Fixed – see “Space Setup” section.*
- f. **Board Room** – A beautifully appointed meeting room equipped for videoconferencing; protocol compatibility: H323 and SIP. *Seating: 18 | Setup option: Fixed – see “Space Setup” section.*
- g. **Electronic Classrooms A & B** – Must be rented separately. Each features audiovisual equipment for multimedia instruction, presentations, and lectures. Food and beverage are prohibited in the Electronic Classrooms. *Seating: 20 (each) | Computer Workstations: 12 | Setup option: Fixed – see “Space Setup” section.*
- h. **Teen Social Space** – The trendy, multipurpose gathering space of Area 3918 (a.k.a. the Teen Department). Includes a large video flat panel. Restricted to: teen-oriented events open to the public. No closed door meetings. *Seating: Varies | Setup option: Fixed – see “Space Setup” section.*

#### *Children’s Area*

- i. **Program Room** – Ideal for a wide variety of children’s meetings and programs. Restricted to: child-oriented events open to the public. No closed door meetings. *Seating: 48 children | Setup option: Fixed – see “Space Setup” section.*

#### *Outdoor Areas*

- j. **Children’s Outdoor Area** – Enclosed courtyard space. Features unique glass mosaics. Restricted to: child-oriented events open to the public. No closed door meetings. *Seating: Varies | Setup option: Varies – see “Space Setup” section.*
- k. **Fountain Circle & Mall** – May be rented separately or together. The Fountain Circle buttresses the grand canopy over the Library’s entrance and the Mall extends outward from the Fountain Circle into the parking lot area. *Seating: Varies | Setup option: Varies – see “Space Setup” section.*
- l. **Dewey Learning Trail** – A landscaped walking trail featuring 10 pictorial guideposts corresponding to the 10 subject areas of the Dewey Decimal System. *Seating: 10 concrete benches | Setup option: Varies – see “Space Setup” section.*
- m. Event and meeting spaces within the Meeting Center must follow the prescribed setup. *See “Meeting & Event Spaces” section for details.* The Meeting Center staff works closely with clients to determine their event needs. Furniture setup is considered finalized upon signing the Rental Agreement. Seating may not exceed stated limits on your reserved room.

### **3. GENERAL RENTAL POLICIES**

All events held at the Meeting Center must be conducted in an orderly manner and in full compliance with applicable laws, regulations, the Library Code of Conduct, and Meeting Center

guidelines. Activities associated with events must not interfere with the regular operation of the Library.

- a. **Rental Agreement** - All customers will be required to sign and comply with a standard Rental Agreement (contract). The contents of the Rental Agreement are *non-negotiable*.
- b. **Security** - McAllen Public Library does not provide security services as part of its Rental Agreement. Therefore, the customer is responsible for making separate arrangements and payments for security during an event. Security must remain during and immediately following the event. Security requirements will be determined prior to the event. Security guards are required for any event that:
  - o Occurs outside of regular operating hours
  - o Is determined by the Library to require additional security due to the nature of the event, i.e., safety, large crowd, items of value, individuals in attendance, e.g., celebrities, etc.
  - o Any outdoor event
  - o Any event that includes the lobby
- c. **Food & Beverage** – All food and catering services must be provided by the Black Iron Cafe, the EXCLUSIVE CATERER for The Meeting Center at McAllen Public Library. McAllen Public Library does not provide catering services as part of its Rental Agreement. The customer is responsible for making separate arrangements and payments for catering through our on-site vendor. Outside food and beverage is not allowed in The Meeting Center at McAllen Public Library. Food and beverage are prohibited in the Auditorium and Electronic Classrooms for non-Library-sponsored events but are allowed in all other meeting areas at any time the spaces are in use.
- d. **After-Hour Events** – Request for extended hours beyond regular library hours must be approved by Library Administration or designee in advance. **There will be an additional charge for events that go over the contracted time.**
- e. **Personal Property** – The Library is not responsible for damage or loss of property brought into the building for meetings and special events. All items brought into the building via the main entrance(s) or loading dock area may be subject to examination at the request of the Library.
- f. **Smoking/Tobacco** – No tobacco products of any type are permitted to be used in any part of the Library. This includes the loading dock and adjacent areas. Smoking is allowed outside the building, 25 feet away from any door or entranceway. Customers may leave the building and re-enter during special events.
- g. **Music** – No live music of any type is permitted to be used in any part of the Library by contractees. For outdoor events, music must be kept at a reasonable level. Library Staff have the right to request music to be turned off if it interferes with normal operations.

#### 4. RENTAL FEES

Standard and non-profit fees are determined by the City of McAllen Commission, are subject to change without notice, and are non-negotiable. The Library defines standard entities and nonprofit entities as:

- **Standard entity:** Private citizens, private foundations or businesses.

- **Nonprofit entity:** Nonprofit entity: Groups or organizations eligible for tax-exempt status under sections 501(c)(3) or proof of nonprofit status.

A discount applies to nonprofit entities when the group or individual submits a copy of a current nonprofit exemption or IRS nonprofit number to Library Staff. This requirement may be waived by the Library Director or designee with a written request.

- **City of McAllen Events** - No rental fee will be charged for official Mayoral, City Commission, City Department functions, or library-related functions

## 5. RESERVATIONS & CANCELLATIONS

To reserve space at the Meeting Center at McAllen Public Library, a Reservation Request Form must be completed and submitted in person at the Welcome or Information Desks or via email: [librarymeetingcenter@mcallen.net](mailto:librarymeetingcenter@mcallen.net)

A reservation is not guaranteed until payment and a signed Rental Agreement are received by Library Staff.

- a. Meeting and event space is reserved on a first come, first served basis.
- b. Requests must be submitted at least 14 days and up to 1 year in advance. No exceptions!
- c. A completed request form is required for each date, series of dates, or single event held on consecutive days. **A submitted reservation request form does not constitute a guaranteed reservation.**
- d. A signed Rental Agreement and required payment must be returned to Library Staff no later than 14 days from the date Library Staff send the agreement and invoice to the customer. Failure to do so within 14 days will result in cancellation of the reservation request. If the customer needs more than 14 days to submit the payment and rental agreement, the customer must request and receive an extension of time in writing from Library Staff.
- e. Payment is due in full upon reservation for all meetings and special events.
- f. Cancellations made more than 24 hours before the reserved event or the first in a series of reserved events will be refunded at full price through the City of McAllen check request procedure. Cancellations made less than 24 hours before the reserved event or the first in a series of reserved events will not be refunded. Exceptions will be made by Library Administration for unforeseen circumstances beyond the control of the customer and the Library.
- g. A customer must be at least 18 years of age to book the use of a meeting room.
- h. A client's reservation time includes setup and cleanup of the reserved space. Setup will occur at the start of the reservation. Cleanup must conclude at the end of the reservation.

## 6. PUBLICITY

The customer is responsible for any publicity. Publicity materials may not list or imply that McAllen Public Library is a co-sponsor of any event without the express approval of the Library Director or designee. The Library requires that all printed material, press releases, posters and other information regarding the event include a contact phone number and return address for the organization or individual booking the room. **Library phone numbers may not be listed for obtaining information on an event.** The customer should not issue invitations or press releases until the reservation is confirmed with a payment receipt.

## 7. FILMING & PHOTOGRAPHY

The Library reserves the right to take photographs of events and film events for its own records and for future promotional materials. Photographs and film clips may be taken in the Meeting Center by event hosts during closed events only. Library users may not take photographs and record videos of public library facilities, including study rooms, without securing approval from Library Administration.

## 8. AUDIOVISUAL EQUIPMENT

Audiovisual equipment varies by room and is included with the rental fee. Laptops and notebook computers are permitted and can be attached to Library audiovisual equipment for presentation purposes.

## 9. SPACE SETUP & LOGISTICS

Library Staff act as your venue manager and will assist you with details that are pertinent to using the grounds and facilities. Library Staff are not “event planners”.

- a. The Library will set up/break down library-owned furniture and equipment only. The customer or customer's representative/vendor is responsible for set up/break down of any non-library equipment used for the event. The Library reserves the right to deny the use of any item or piece of equipment to the customer for any reason.
- b. For events held in the Meeting Center's outdoor areas, customers must provide and set up their own furniture and equipment.
- c. Indoor areas come with a fixed or built-in arrangement of furniture and equipment, with the exception of Meeting Rooms A & B. These two spaces may be rented separately or together and Library Staff can configure library-owned furniture in one of three ways:
  - Presentation Style (Tables): Rows of tables facing the drop down screen. Approximate # of seats: 40 (separately), 80 (together)
  - Presentation Style (No Tables): Rows of chairs facing the drop down screen. Approximate # of seats: 98 (separately), 196 (together)
  - Squares of 4: Each square is a table with seating for 4. Approximate # of seats: 40 (separately), 80 (together)
- d. Special configurations for Meeting Rooms A & B are the responsibility of the customer.
- e. Library Staff must be notified in writing of any deliveries, including date and time. Failure to notify Library Staff may result in the vendor being denied building access. All deliveries must occur Monday-Friday between 8AM-5PM (*no deliveries between 12PM-1PM*) and only through designated delivery entrances. No deliveries may be made through the front entrances (facing N. 23<sup>rd</sup> Street).
- f. The caterer of your event must be the Black Iron Cafe, the Library Café Concessionaire. The caterer is responsible for providing all personnel, material, and equipment for the event. Contractee is responsible for all cleanups. Special cleaning requirements or damage caused during the use of a space will incur a flat fee including the base fee of \$50 as well as the costs of any additional repairs or replacement of damaged property.

- g. The Library's Catering Room is equipped with counter space for basic food serving. Open flames or cooking on-site are prohibited at McAllen Public Library. The Catering Room cannot be rented separately from Meeting Rooms A & B.
- h. Patrons who occupy any area of the lobby or gallery must keep at minimum 18 inches away from the wall and artwork to avoid damaging either. The space is to ensure that seated or standing patrons have ample room to sit and stand while avoiding contact with the wall and artwork.
- i. No live music of any kind is allowed. Music or sound is strictly limited to electronic devices such as MP3 players, smart phones, or laptops. The volume of sound should adhere to a reasonable level that allows for the audio to only be heard within the room. Rooms that have noise levels that interrupt other rooms or the library will be asked to reduce the volume.
- j. **No alcoholic beverages are allowed.**

## 10. DECORATIONS

All decorations should be freestanding and must be approved in writing by Library Staff. **Materials may not be attached to any walls, windows, doors or furnishings by any form of tape, pin or nail.** Certain types of decorations are not allowed. **Prohibited items include, but are not limited to:**

- a. Confetti
- b. Decorative stickers, tape, or push pins
- c. Decorations incorporating metallic glitter
- d. Bubble, fog and smoke machines
- e. Open flames, candles, incense or any device emitting smoke or smell
- f. Any item that would cause permanent damage to fixtures and furniture

## 11. CLEAN-UP & BREAK-DOWN

Event break-down must occur in an orderly and timely fashion. The Library expects the customer to assist with basic clean up at the conclusion of the event, including placing trash in receptacles provided, removing all personal effects, equipment and decorations, and leaving the spaces as clean and orderly as possible. Food disposal should include scraping all food items into trash cans, wiping down grease or oily utensils or plates with cloths or scrapers, and throwing disposable food containers into the trash can. Special cleaning requirements or damage caused during the use of a space will incur a flat fee of \$50, as well as the costs of any additional repairs or replacement of damaged property. Items left in the Library will be considered abandoned property and will be disposed of in accordance with standard practice.