

Victoria Public Library
Application for Use of Bronte Meeting Room

Meeting Information

Meeting Date:

Beginning Time:

Ending Time:

Name of Organization:

Type of Meeting or Program:

Name of Meeting Chairperson or Speaker:

Meeting Provisions

Maximum Number of Chairs:

Speakers Stand:

Tables:

Projection Screen:

Other Equipment:

If a specific lay-out of chairs or tables is needed, please draw on back of application.

Application Information

Application Made By:

Address:

Phone #:

Signature: _____

Meetings held in the library building observe library service hours to avoid the necessity of providing heat, light, and janitorial and staff service after the library has closed.

Business Office Use

Application Date: _____

Application Approved: _____ Application Denied: _____



CITY OF VICTORIA

Established 1824, Founded By Congress, Republic of Texas, 1839

VICTORIA PUBLIC LIBRARY

302 N. Main

Bronte Meeting Room Policy

The Bronte Room in the Victoria Public Library is a facility used for many functions - film programs, children's special programs, (where the normal activity area in the library is too small), and theater and musical productions. The room is used primarily for library purposes related to cultural and educational activities.

As a secondary purpose, community educational and cultural organizations may be permitted to use the room for programs similar in nature to those offered by the library. Permission to use the room may be given under the following terms and conditions:

1. The library will not charge admission for use of the room nor can the group using the room charge any such admission fee. The meeting cannot be restricted only to members of the group hosting the event.
2. Any organization or group using the room must observe the library's posted hours of operation.
3. Any organization or group using the room will be responsible for any damages to the room. Nothing should be attached to any wall of the room.
4. The room will be reserved on a "first come, first served" basis by applying in writing to the library business office on the form attached to this policy. All reservations are subject to cancellation if the room is needed by the city or library administration.
5. Any application for the use of the room should be submitted at least one month in advance of the meeting date. Permission to use the room is limited to a single meeting only.
6. A statement of the purpose of the program must be included on the application form. Permission to use the room for discussion of controversial issues will not be granted unless the program allows an open forum for all viewpoints.
7. Any exceptions to the above-stated policies will be made only with the written permission of the Library Advisory Board.

Approved by Library Advisory Board: 9-20-95