

## 2.1 Use of Library Facilities

The use of the library facilities, materials, and staff shall be extended equally to every member of the community within the framework of all applicable federal, state, and local legislation and within the framework of the *Library Bill of Rights* and its *Interpretations*.

The library is the property of the City of New Braunfels and each library user is expected to exercise reasonable care in the use of library facilities, remembering his obligation to fellow citizens who use the same facilities.

In the event of an extraordinary circumstance, such as a natural disaster, the library may suspend all or part of this policy if so directed by the President of the United States, the Governor of the State of Texas, the Mayor of the City of New Braunfels, or the City Manager until it is deemed safe to reinstate this policy in full.

### I. Hours of Operation

1. The library will be open a minimum of sixty-five (65) hours per week. The Westside Branch library will be open a minimum of sixty-one (61) hours per week. The Westside Community Center will be open six (6) days per week. The Library Director, with the approval of the City Manager, will determine days and daily hours of operation. Regularly scheduled hours of operation will be established to best meet the needs and convenience of citizens, based on available funding and staff requirements.
2. The library system will close on holidays established by the City Manager and at other times deemed necessary by the Library Director, with the approval of the City Manager.
3. Except in case of emergencies, notice of closings will be posted in the facility locations and on the library's web site two weeks in advance and will be reported to the local news media.

### II. Meeting Rooms

As public institutions dedicated to the free expression of and free access to ideas, the New Braunfels Public Library provides meeting rooms in their facilities for public use. The rooms will be available on as widespread and equitable a basis as possible for non-profit groups for the purpose of educational, cultural, governmental, and informational community meetings, programs, and lawful activities.

1. Highest priority for use of the meeting rooms will be given to library sponsored programs and functions which further the goals of the library.

2. Meetings held in the library meeting rooms must be open to the public. No fee may be charged, or donations solicited, as a condition of entry.
3. No library space will be available for social or commercial purposes, fund raising, sale of items, or for-profit individuals or businesses with the following exceptions:
  - a) Programs, events, or sales conducted by the Advisory Board, Friends of the Library or the New Braunfels Public Library Foundation, whose proceeds directly benefit the library.
  - b) Sale of material directly related to library sponsored programs which has received prior approval of the Library Director.
  - c) Programs, events, or sales conducted by the City of New Braunfels.
4. Organizations that do not meet this criteria may reserve a space in the Westside Community Center for a fee.
5. Library meeting rooms will be made available for public use only during the hours the library is open to the public. All meeting rooms must be vacated at least ten (10) minutes before closing. .
6. Reservations may be made up to 90 days in advance and are limited to one meeting per month unless they have received prior approval of the Library Director.
7. Permission for a group or organization to meet in the library in no way constitutes endorsement, support, or co-sponsorship by the New Braunfels Public Library or the City of New Braunfels of the activities that take place in the meeting room, or of the policies or beliefs of that group or organization.
8. Groups are required to set up for their meetings, return furniture and equipment to its original location, and leave the room clean and in good condition.
9. Meetings disruptive of normal library use will not be permitted. Persons attending meetings on library property are subject to all library rules and regulations outlined in Section 2.14- Patron Rights and Responsibilities.
10. Non-profit groups may advertise in designated locations with approval from the Library Director, but no other advertisements, circulation of petitions, solicitations, or recruiting will be allowed on library property.
11. Any promotional materials, pictures, publicity, or paid advertisements by groups using the meeting rooms must include a statement indicating that the program or activity is not sponsored, co-sponsored or endorsed by the New Braunfels Public Library or the City of New Braunfels.

12. Smoking as defined in City of New Braunfels Municipal Code Article VII. Sec. 62-336 is not permitted within library facilities or on the front entrance area of the library facilities..
13. Attachments to the ceiling, walls, floors, or furnishings are not allowed.
14. The Library Director will establish and publish specific regulations based on this policy statement. A copy of the rules and procedures will be provided with the application for meeting room use.
15. Groups failing to comply with any part of this policy, or the established procedures may be asked to cancel their meeting and may be denied further use of the meeting room.

### III. Westside Community Center

1. The Westside Community Center (WCC) houses a gym, two meeting rooms, and a commercial kitchen available for rentals. All reservations must be made in advance on a first come, first serve basis. Information on reservation availability and rental rates will be provided by the Westside Site Supervisor at 830-221-4630. Alcoholic beverages will not be permitted. Rental times and dates will be determined by management.
2. You must be 18 years of age or older to make a rental request.
3. Highest priority for the use of the facility rental space will be given to City sponsored programs and functions which further the goals of the New Braunfels Public Library.
4. Rental rates are calculated on an hourly basis, except where otherwise identified. The hourly fee is not prorated for partial hour use. Rentals will not be permitted outside of the established hours of operation without prior approval of the Westside Site Supervisor.
5. Setup time is not included in rentals. If additional time is required, it must be reserved and paid for. Groups are required to set up for their events, return furniture and equipment to its original location and leave the area clean and in good condition.
6. The number of people permitted in the rooms at one time is determined by building occupancy guidelines set by the City of New Braunfels officials.
7. Cancellations and refunds will be handled as follows:
  - a. Refunds will be issued through the City of New Braunfels. A \$7 handling fee will be assessed for each timely customer cancellation.
  - b. Full refund – if received two (2) weeks or more prior to the reservation date.
  - c. Half refund – if received less than two (2) weeks prior to the reservation date
  - d. No refund – if a group fails to show or no cancellation notice is received prior to the date of the reservation.
8. Special event rentals are permitted to bring outside food and beverages and/or utilize the commercial kitchen. All leftover food must be taken away by the renter when the event is over.

9. At the time of reservation, payment for the room will be required for the specified hours to be rented.
10. Attachments to the ceiling, walls, floors, or furnishings are not allowed. Decorations cannot cause damage to walls, counters, tables, or floors, etc. All decorations brought in must be taken down and removed by the renter.
11. City employees are not responsible for lost, stolen, or abandoned items.  
The City of New Braunfels reserves the right to deny a rental based on previous experience or if the planned event is not appropriate for the community center building and users. All renters must comply with all city ordinances, state statutes, federal laws and building and fire codes.  
Violations of these policies and failure to comply with Center management or city staff will result in expulsion from the building with no compensation or refund.

#### IV. Study Rooms

1. Study rooms are available for use only during library hours of operation and must be vacated at least ten (10) minutes before closing.
2. The rooms may be reserved for a session up to seven (7) days in advance of the date of use. Study room use is limited to two sessions of three hours each per week per patron.  
Patrons who arrive more than 15 minutes late for their reservation will forfeit the reservation.
4. Students taking proctored exams may be allowed additional room time if arrangements are made in advance.



Endorsed by the New Braunfels Public Library Board, March 20, 2001

Revised Aug. 19, 2002; June 14, 2004; March 19, 2007; Nov. 16, 2009; Jan. 22, 2013; Jan. 21, 2014;  
Feb. 18, 2014; Sept. 21, 2015; June 20, 2016; May 15, 2017

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Endorsed September 19, 2022; Revised September 19, 2023

**By:** \_\_\_\_\_  
President, Library Advisory Board

**Attest:** \_\_\_\_\_  
Library Director