

## Burnet County Library System Conference Room Policy

### PURPOSE:

Burnet County Library System is dedicated to creating a place that provides innovative resources for our community. Our conference rooms support this mission by providing a private, quiet, and accessible space for library patrons who require a confidential environment. They are designed to accommodate telehealth appointments, virtual job interviews, remote learning, and other focused consultations. By introducing acoustically limited/isolated study spaces, the library addresses a longstanding need for private areas within the building. These spaces directly enhance digital equity and accessibility to a secure and distraction-free space for essential personal and professional needs. Conference rooms are intended for individual or small group use consistent with the library's mission and policies. Use must not interfere with normal library operations.

Use of a conference room does not imply endorsement by the Burnet County Library System of the users' views, activities, or purposes. The Burnet County Library System provides reasonable accommodations in accordance with the Americans with Disabilities Act (ADA). Any patron requiring accommodations should contact library staff.

### RULES FOR USE:

1. Conference rooms are available to patrons on a first-come, first-served or reserved basis, depending on availability. Rooms reserved shall take priority over walk-in requests unless otherwise determined by library staff.
2. Patrons must follow all library policies, including the Code of Conduct, while using the space.
3. No alcoholic beverages, tobacco products, vapes, or food may be used in any room. Only beverages with a secure lid are permitted.
4. Rooms must remain unlocked during use.
5. Groups may not exceed the maximum occupancy limits posted for the reserved space.
6. Glass doors may not be covered at any time.

7. Users are responsible for leaving the space in a neat and orderly condition. Failure to do so may result in immediate termination of the use of the room and/or denial of future requests to use a conference room. .
8. Rooms may not be used to store personal belongings. The library is not responsible for the loss of or damage to any equipment or materials owned or rented by an individual or group using the space.
9. Users may not move tables or chairs into or out of the room. No items may be taped, tacked, or affixed to walls or windows.
10. These conference rooms are not completely soundproof. Users should be considerate of others, and use of the space may not disturb normal library operations or pose a safety hazard. The library does not guarantee privacy, confidentiality, or secure communications within the conference rooms.
11. Children under the age of twelve (12) may not be left unattended in a conference room.
12. Violations of these policies may result in the loss of reservation privileges.
13. Conference rooms may not be used for activities that violate local, state, or federal law; disrupt library operations; or for purposes inconsistent with library policies.
14. Library staff reserves the right to deny or terminate the use of a conference room at any time for policy violations, safety concerns, or operational needs.

## RESERVATIONS

1. Rooms may be reserved in person at the circulation desk, online through the library's website, or by phone.
2. Reservations are available only during library operating hours.
3. Rooms are available to minors (ages 12–17) without needing a parent or legal guardian present but require a signed authorization form. Only one minor is permitted in the room per reservation. Minors under age 12 need a parent or legal guardian present during the duration of reservation.
4. Patrons may only hold one two hour reservation at a time. If there are no reservations after time allotted, the staff may allow the patron additional time.
5. Patrons must check in at the circulation desk prior to using the room. Library staff will unlock the reserved room for the patron.

6. Rooms not occupied within fifteen (15) minutes of the reservation start time will be considered canceled and made available for other patrons.
7. Rooms left unattended for more than fifteen (15) minutes will be considered vacant and available for use. Any personal items left behind will be placed in the library's lost and found.
8. The library reserves the right to limit the frequency of reservations by a patron to ensure equitable access.

## **Conference Room Reservation Form**

*Conference Room (CR) Occupancy: 4 - 6 users*

Patron Name: \_\_\_\_\_

Library Card Number (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

\_\_\_\_\_ ***Initial*** *I am aware of the time limit on my conference room reservation unless otherwise permitted by library staff*

\_\_\_\_\_ ***Initial*** *I am aware the conference room cannot be altered in any way including moving furniture and covering walls. The room must be unlocked during the duration of reservation.*

### **Release and Acknowledgment**

*I release and hold harmless the Burnet County Library System, its staff, and governing body from any liability arising from the use of the conference room, including but not limited to personal injury, property damage, loss of personal property, or loss of privacy/confidentiality, except where caused by gross negligence or willful misconduct. I further agree to indemnify and hold harmless the Burnet County Library System, its employees, and governing body from any claims, damages, or liabilities arising out of my use of a conference room.pod. I acknowledge that this authorization may be revoked at any time by staff.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Library Staff Use Only** - Reservation Date: \_\_\_\_\_ Room: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

**Conference Room**  
**Minor Authorization Form**

*This form authorizes a minor (ages 12-17) to use a library conference room in accordance with the library's conference room policy without a guardian present.*

Minor's Full Name: \_\_\_\_\_ Age: \_\_\_\_\_

Library Card Number (if applicable): \_\_\_\_\_

**Parent / Legal Guardian Information**

Parent/Legal Guardian Name: \_\_\_\_\_

Library Card Number (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Authorization**

*I am the parent or legal guardian of the minor listed above and authorize their use of the conference room at \_\_\_\_\_ Library. I understand and agree to the following:*

- *The conference room may only be used by **one minor per reservation**.*
- *The minor must comply with all library policies, including the conference pod Rules for Use and the Library Code of Conduct.*
- *The conference room is not fully soundproof, and the library is not responsible for overheard conversations or interruptions.*
- *The library is not responsible for the loss of or damage to personal property while the conference room is in use.*
- *The parent or legal guardian assumes full responsibility for the minor's conduct, safety, and compliance with all library policies.*

**Release and Acknowledgment**

*I release and hold harmless the Burnet County Library Systemess Library, its staff, and governing body from any liability arising from the minor's use of the conference room, including personal injury, property damage, or loss of privacy except where caused by gross negligence. I agree to indemnify and hold harmless the Burnet County Library System from claims arising from the minor's use of the conference pod and/or conference room. I acknowledge that this authorization may be revoked at any time by staff.*

**Parent / Legal Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Library Staff Use Only** - Reservation Date: \_\_\_\_\_ Room: \_\_\_\_\_ Staff Initials: \_\_\_\_\_