

# 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](mailto:hamiltonpubliclibrary.texas@gmail.com)



(Scan for email address)

### Guidelines

Welcome to the Hamilton Public Library's 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 your 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.

### Fees:

#### Security Deposit

A \$200 refundable security deposit is required for all non-library sponsored events.

The security deposit will NOT be refunded if the following occurrences happen:

- Failure to clean and return to original condition, the Conference Center, the patio, backyard, and bathrooms.
- Damage of any kind.
- Failure to vacate at the specified time.

#### Non-Profit Organizations:

- |                 |                            |
|-----------------|----------------------------|
| ▪ In-County     | \$20/hour, minimum 2 hours |
| ▪ Out-of-County | \$60/hour, minimum 2 hours |

#### For-Profit Companies and/or Private/Family Events:

- |                 |                             |
|-----------------|-----------------------------|
| ▪ In-County     | \$50/hour, minimum 2 hours  |
| ▪ Out-of-County | \$100/hour, minimum 2 hours |

#### 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 further out than 12 months prior to scheduled event.
- The Library Director reserves the right to deny or cancel reservations for just cause.
- **Security Deposit must be paid when reservation applications are submitted.** Accepted forms of payment are check or cash.
- **Payments:** please make out **two separate checks** – one for the refundable Deposit and one for the use Fees payable to the “Hamilton Public Library.”
- **Total payment of Fees is required no later than 120 days prior to any scheduled event.** If the payments are not received on time, the room may be rented to another party and all prior payments, including the Deposit, will be forfeited.

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- The Library Staff will set-up and take down tables & chairs for each event. The applicant/renter will let the Library Director or Staff know in advance how the room should be set-up at least a week in advance.
- 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. Staff payments must be made in advance of event. This is non-negotiable.
- Clean-up time must be part of the reservation time request.
- If Library building keys are issued, the keys **must** be returned and physically handed to a library staff member and signed off the **NEXT BUSINESS DAY. DO NOT PUT IN DROPBOX!**
- On rare occasions, the library may be forced to close unexpectedly due to situations/circumstances beyond our control. In that event, regrettably, activities/events scheduled must also be cancelled. A full refund will be issued if such an instance occurs.
- The Library Director reserves the right to cancel reservations if false or misleading information is given on the Conference Center Application.
- **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.*
- No party may transfer their reservations to another group or individual.
- The **kitchen area** is limited to warming only. **No Cooking, grilling, baking, or frying allowed!**
- 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. Background checks may be necessary depending on the event. Check with the Library Director for 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.
- Protective mats or tablecloths must be used on tables when refreshments or meals are served.

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- All decorations must be free-standing and not attached in any way to the walls, ceilings, doors, entrance ways, glass walls/windows, cabinets, etc. 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 use of push pins, straight pins, sticky note pad paper, tape or glue on walls, doors, windows, or on any part of the library is **STRICTLY PROHIBITED**.
- The person whose signature appears on the application is fully responsible for all participants using the Conference Center and all library spaces used.
- **The Library Staff will set-up and take down tables & chairs for each event. The applicant/renter will let the Library Director or Staff know in advance how the room should be set-up at least a week in advance.**
- 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.
- 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.

# Hamilton Public Library Teague Conference Center

## Cleaning & Check Out List

**PRIOR TO START OF EVENT - LINERS MUST BE USED IN ALL TRASH CANS!!**

- ☐ Kitchen sink cleaned, wet dish rags removed, stopper cleaned
- ☐ Counter surfaces cleaned and disinfected
- ☐ ALL tables must be cleaned and disinfected BEFORE leaving
- ☐ Please leave tables and chairs out for staff to properly put away in storage
- ☐ Floors swept and dry or wet mopped, depending on condition
- ☐ NO items left in refrigerator or freezer
- ☐ Refrigerator shelves wiped clean (*if the refrigerator was used*)
- ☐ Restroom sinks, mirrors, and toilets cleaned & disinfected
- ☐ **\*\*DO NOT USE OUR OUTSIDE DUMPSTER\*\*** Library Use ONLY
- ☐ ALL Restroom & Kitchen trash should be hauled off
- ☐ Library grounds must be Clean & Trash FREE
- ☐ If chairs need to be moved, PLEASE pick them up, Do Not drag across tile floor

**IF KEYS WERE CHECKED OUT, THEY MUST BE RETURNED TO LIBRARY STAFF  
THE NEXT BUSINESS DAY!**

### **Days & Hours of Operation:**

Tuesdays – Fridays

10:00 am – 6:00 pm

**Failure to leave property clean will result in loss of deposit.**

**Please report any damage: 254-386-3474**

(Scan for email address)



*Thank you for considering the Hamilton Public Library for your conference/event needs.  
Thank you for following our Building Use Policies.*

# 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) \_\_\_\_\_ Requested Time of event: \_\_\_\_\_

Type of event (please explain) \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Business/Organization name: \_\_\_\_\_

Mailing 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 Policy. I have been provided a copy and have read and understand that my organization or myself, 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: \_\_\_\_\_

## Additional Authorized Representatives on the account for contact purposes:

Additional Individual's Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Additional Individual's Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

## FOR STAFF USE ONLY:

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

☐ 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: \_\_\_\_\_

☐ Date Deposit Returned: \_\_\_\_\_ And to whom: \_\_\_\_\_

Library Director Signature \_\_\_\_\_ Date \_\_\_\_\_

# Teague Conference Center: Room Set-Up

## Library Staff:

Room set-up to be done on Date: \_\_\_\_\_ Time: \_\_\_\_\_

Staff in charge: \_\_\_\_\_ (Nancy, Stacey or BettyAnn)

Additional help needed for set-up: \_\_\_\_\_

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

Reservation for: \_\_\_\_\_ Date/Time: \_\_\_\_\_

1<sup>st</sup> Contact Person: \_\_\_\_\_ Contact Cell # \_\_\_\_\_

2<sup>nd</sup> Contact Person: \_\_\_\_\_ Contact Cell # \_\_\_\_\_

	(South Wall)	
		(Barn Doors)
(Entrance)		

➤ Number of chairs: \_\_\_\_\_ Number of tables: \_\_\_\_\_

- ★ Please describe and draw the desired room layout requested for HPL tables and chairs. Please indicate 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)

# Hamilton Public Library's Study Room Reservation and Use Policy

*(Donations for use of study rooms are greatly appreciated.)*

- Organizations, businesses, or companies must pay \$50/hour to rent a study room.
- A group or organization must cancel the reservation at least 24 hours in advance to receive a refund.
- Any individual or group who does not show up within 30 minutes of reservation time forfeits their reservation.
- **Local** residents and **local** non-profit organizations will not be charged a fee for use of a study room.
- An individual or group may not assign or transfer its study room reservation.
- A current HPL library card or current Driver's License must be left at the front counter during use.
- **The library's programs receive priority scheduling.**
- Rooms are available on a first-come, first-serve basis.
- Walk-in patrons are welcome to use the rooms if they are not in use or reserved.
- Rooms may be reserved for 2-hour increments. If no one is waiting, the current study room use may be extended.
- A child, under the age of 12, may not be in a study room unless accompanied by a person who is at least 17 years of age and who is responsible for the child's behavior.
- Patrons must not make excessive noise that disturbs other patrons or staff.
- Patrons must leave study rooms in the condition in which they were found, clean and undamaged.
- Patrons using the study rooms are liable for damages.
- **NO FOOD** is allowed in the study rooms, and **ONLY** adults may have drinks with a secure lid, Styrofoam cups are not secured, so not allowed anywhere in the library.
- **NO ALCOHOLIC BEVERAGES ALLOWED IN THE STUDY ROOMS.**
- **Children ARE NOT ALLOWED TO HAVE DRINKS in the study rooms.**
- **NO SMOKING, NO VAPING, NO E-CIGARETTES, NO SMOKELESS TOBACCO, OR DRUG USE ALLOWED ANYWHERE ON LIBRARY PROPERTY, INSIDE OR OUTSIDE OF BUILDING.**
- The Library reserves the right to change, cancel or revoke reservations. If changes or cancellations are necessary, the Library will provide the affected group as much notice as possible.
- The Library Director, or designee, shall have the authority to end meetings, class, or study in the Study Rooms at any time.
- **If these rules are disregarded, your use of the room will immediately be revoked!**
- Use of Study Rooms signifies acceptance of the terms of the Study Room Reservation and Use Policy.

Date: \_\_\_\_\_ Room: \_\_\_\_\_ Time: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Organization: \_\_\_\_\_

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