As a public institution dedicated to the free expression and free access to ideas presenting all points of view about the problems and issues of our times, the New Braunfels Public Library provides meeting rooms for public use. The rooms will be available on as widespread and equitable a basis as possible for nonprofit groups for the purpose of educational, cultural, governmental, and informational community meetings, programs, and lawful activities.

A. Highest priority for the use of the meeting rooms will be given to library sponsored programs and functions which further the goals of the library.
B. 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.
C. No library space will be available for social or commercial purposes, fund raising, sale of items/services, or for-profit individuals or businesses. Exceptions include:
   a. Programs, events, or sales conducted by the Advisory Board, Friends of the Library, or the New Braunfels Public Library Foundation, the proceeds of which directly benefit the library;
   b. Sale of material directly related to library sponsored programs which have received prior approval of the library director;
   c. Programs, events, or sales conducted by the City of New Braunfels.
D. Meeting rooms will be made available for public use only during evening library hours after 5:00 pm and weekends. Rooms must be vacated at least ten (10) minutes before closing.
E. Reservations may be made up to one month in advance and are limited to one meeting per month, unless they have received prior approval of the library director.
F. 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.
G. Groups are required to set up for their meeting, return furniture and equipment to its original location, and leave the room clean and in good condition.
H. Meetings disruptive of normal library use will not be permitted. Persons attending meetings on library property are subject to all library rules and regulations.
I. 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.
J. 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.
K. The use of tobacco products is not permitted within the library or on the front entrance area of the library except where specifically designated as a smoking area by appropriate signage.
L. Attachments to the ceiling, walls, floor, or furnishings are not allowed.
M. 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.
N. The library is 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.
O. 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.

ENDORSED BY THE NEW BRAUNFELS PUBLIC LIBRARY ADVISORY BOARD
MARCH 20, 2001 and REVISED (LATEST) FEBRUARY 18, 2014