
DOCUMENTATION INFORMATION

Proposed: Ruben Rendon, Library Director

Amended: Dauna Campbell, Library Director

Approved by the Library Board 12/07/92

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Rates and Fees approved by the City Commission 01/20/93

Rates and Fees Effective Date 02/15/93

Harlingen Public Library

MEETING ROOM

RENTAL POLICY

The Harlingen Public Library (HPL) has facilities and meeting rooms available for public use. HPL does not discriminate in making its premises available for use on the basis of race, color, national origin, religion, sex, sexual preference, age or physical limitation. The fact that a group or organization is granted permission to meet in the Library in no way constitutes endorsement of the policies or beliefs of that organization by the Library or City of Harlingen.

Reservation Priorities

HPL at its sole discretion will determine the number of events to be held simultaneously in its facilities.

A. The Harlingen Public Library has first priority on all dates. HPL also has the right to preempt any event for a Library event. A group which has reserved a room may be displaced up to two weeks prior to a meeting if the room is needed for a Library function. In such rare instances, the Library will put forth every reasonable effort to assist the group in reserving another date or City of Harlingen facility or meeting room.

B. The Friends of the Harlingen Public Library, City of Harlingen, Junior League of Harlingen, Rio Grande Valley Hispanic Genealogical Society, Tip-o-Tex Genealogical Society, Veterans Groups, HCISD and other HPL support groups approved by the Library Board have second priority on all dates.

C. Organizations, private firms, commissions, agencies, nonprofit groups, charitable groups, and all other entities have third priority on all dates and may reserve events on a first come, first serve basis.

The Library Director has the authority to grant or refuse permission for use of a room if there is a question as to the objectives and activities of the organization, group, or individual making the request.

The Library Board and the Friends of the Harlingen Public Library may use the meeting room facilities for the purpose of fundraising. Use of the meeting room facilities for fundraising activities by other groups is limited to non-profit (501c3) organizations and must be approved by the Library Director on a case-by-case basis (Proof of 501c3 status must be submitted at the time of application and making the request for fundraising activity).

Use of the meeting room which will substantially interfere with the operation of the Library, including, but not limited to, a use that produces excessive noise, a significant safety hazard, or a significant security risk will not be permitted. The meeting rooms may not be used for commercial purposes, political rallies or campaigning.

The Harlingen Public Library Board, with the approval of the City of Harlingen Commission, has determined charges for the use of the meeting room facilities as follows:

Room Rental/Services	Fee
Auditorium Room Rate	\$20/Hour
Conference Room Rate	\$15/Hour
Computer Lab-Regular Rate	\$25/Hour
Kitchen Fee	\$20 flat rate
Security Deposit Rate	\$100 flat rate
Cancellation Fee- 10 days or less	100% of rental rate & deposit
Equipment Fee	\$20
Failure to vacate on time fee	\$80 per hour pro-rated on a 15 minute

Ord. No. 16-29 AN ORDINANCE OF THE CITY OF HARLINGEN, TEXAS ESTABLISHING, AUTHORIZING AND SETTING A FEE FOR PROCESSING A PAYMENT BY CREDIT/DEBIT CARD IN THE AMOUNT OF THREE PERCENT; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; ESTABLISH AN EFFECTIVE DATE OF JULY 1, 2016; AND ORDAINING OTHER MATTERS RELATED TO THE FOREGOING.

Reservations will not be accepted by telephone. Reservations may not be “penciled” in by Administration to hold a room. The Contract Form with all fees must be submitted at least (30) thirty days in advance to guarantee the reservation and setup. The meeting rooms may be rented up to 18 months in advance. Consecutive (daily and/or weekly) rental of the Junior League Auditorium and the Boggus Conference Room for library non-operational time periods will require a separate review and approval of the Library Director.

If publicity, including online postings, concerning the meeting is circulated which lists the library address, this disclaimer shall be included: **“This event is not sponsored by the Harlingen Public Library”**. All publicity materials and advertisements must be submitted to the Library Director prior to distribution. Selling and/or soliciting for money, items, or any services will not be permitted.

Hours of scheduling shall include the total time involved in the meeting, from the time the organization requires the room for setting up to the time the room is vacated. The individual or organization which applies for the use of the meeting room facilities is responsible for ensuring that the facilities are cleaned and vacated at the end of the rental term. Failure to vacate the facilities on time will result in a charge of \$80 per hour pro-rated on a 15 minute basis for the time the meeting room facilities are used beyond the scheduled time. This will be collected against your deposit, and any balance will be invoiced. The 3rd failure to vacate on time will result in a temporary or permanent ban from future use of the meeting room facilities by the Library Director. A person or a group with an outstanding rental balance will not be allowed to rent the facility until the balance is paid in full.

Security deposit if paid by check or cash will be mailed to the person whose name and address is on the contract. It may require up to 30 days to receive by mail. If deposit was paid with a credit card, the deposit will be refunded back to your card that was used.

The rooms may not be scheduled before or after regular library hours (library non-operational hours) The room must be fully cleaned and vacated before the Library’s scheduled closing time. No meeting may be scheduled on a City or Library Holiday.

Regular hours of meeting rooms availability.

Monday through Thursday – 8:00 a.m. to 8:00 p.m.

Friday – 8:00 a.m. to 5:00 p.m.

Saturday – 10:00 a.m. to 5:00 p.m.

Sunday – 1:00 p.m. to 5:00 p.m.

Light refreshments may be served, except for any drinks or foods that may stain the carpet; for example, red soda. Serving alcoholic beverages must have the prior approval of the Library Director. The individual or group reserving the room and approved for serving alcohol shall be assessed a mandatory additional hourly rate for the presence of a Harlingen Police Department officer during the rental period. Substitution by non-Harlingen Police Department officers is not permitted. The intent to serve alcohol must be made at the time the rental application is made and no less than 30 days before the event. A fee will be charged for use of the kitchen. The room and the kitchen must be left clean, including any kitchen equipment used.

A charge will be invoiced if the room(s) are not left in the same condition as before the meeting. A damage fee based on estimate of repair or cleaning will be invoiced if deposit does not cover the damage. Renters will be charged 100% of the rental rate and deposit if canceling less than 10 days from event.

**** Please notify the Library staff, if your group intends to leave the room at anytime, example, for lunch, but will be back. This is so we may lock the room during that time. It will be unlocked when you return. Also, please notify Library staff when you are through with your meeting, so we may lock the room. Thank you****

