

Spicewood Community Library

Conference Use Policy

Call the library at (830) 693-7892 to reserve the conference room

The Spicewood Community Library has a small conference room set up for 12 people. It will accommodate up to 15. It is equipped with a conference table, chairs, white board, and electronic white board with overhead projector (see instructions in the room). The library has patron computers and a printer/copier. The conference room is open at no charge, when available, to organizations engaged in educational, cultural, intellectual, community, or charitable activities in the Spicewood area. No commercial or for-profit use is permitted.

The conference room may be used at any time but arrangements for entry must be made for use outside of normal business hours. Users must agree to follow the opening and closing processes which include leaving the library in a neat, clean, and orderly manner. Failure to follow the opening/closing processes or property clean-up after use may be reason(s) for refusing use in the future.

Use of the copy machine is permitted. The cost is \$0.10/page for black and white, \$0.50/page for color. Double sided prints are considered two pages. Fees may be left on the reception desk with a note indicating the number of pages copied/printed. The kitchen has a coffee pot, microwave, and fridge. There are paper cups, sugar, and non-dairy creamer in the cupboard above. Conference room users should bring their own coffee or tea and clean-up afterwards.

While the meeting room is available at no charge, the library continues to incur utility bills, insurance, normal maintenance, and other standard operating expense. The members of the Friends of Spicewood Community Library offer this capability as a service to the Spicewood community. Users are asked to support the library by encouraging its members to join the library's Friends group and/or by making donations.