

Meeting Rooms



The primary purpose of the meeting rooms of the Crockett Public Library is to provide space for library related activities. The needs of the Library will take precedence. The Library reserves the right to cancel or reschedule any meeting.

When rooms are not required for library related programs, other groups may request to use the Meeting Rooms. A representative of the group should complete and sign a “Meeting Room Application and Agreement” prior to the meeting date.

Please contact us at [936-544-3089](tel:936-544-3089) for further information about scheduling a meeting room.

For more details, please review our our meeting room policy.

Meeting Room Policy

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When not required for library related programs, other groups may use the Meeting Rooms subject to the following regulations:

1. Availability & Use:

Meeting rooms are available during regular library business hours, subject to the stipulations below, to educational, recreational, cultural, civic, social, religious, professional, or other nonprofit organizations, or to persons volunteering as tutors for the benefit of the people of the system's service area.

The meeting rooms are not available to non-library groups or individuals for the promotion or sales of services or products, active fundraising, political endeavors, or for conducting classes for profit.

Businesses may use the meeting rooms for interviewing or training purposes only. No use of a meeting room shall be permitted or allowed to continue, that disturbs the library's primary functions and operations.

No admission or attendance charge or required donation may be assessed by any non-library group using a meeting room. Groups using the meeting room shall vacate the room at the time stated on their "Meeting Room Application and Agreement." Rooms may be available before or after hours by special permission of the director or designee.

2. Scheduling Room Use:

The director or designee must approve all reservations. We reserve the right to refuse any application. A representative of the group should complete and sign a "Meeting Room Application and Agreement" prior to the meeting date.

A group that does not vacate by the time stated on the "agreement" may incur a fee of \$10 per hour, or any part of an hour, unless they make arrangements for the extra time before their meeting started.

A group using a meeting room more than once for the same purpose need only complete the "agreement" annually; a copy of the completed "agreement" will be kept on file at the Library.

3. Food/Beverages:

Refreshments may be served in the meeting rooms, but are restricted to the Meeting Room and are not permitted in other parts of the library except during library sponsored events.

Alcoholic beverages are prohibited. The Library does not provide food or beverage services. The group serving refreshments is responsible for providing all serving utensils.

4.Room Setup:

Groups are responsible for setting up the meeting room to suit their needs including arranging the chairs, tables, and other equipment. They are responsible for returning the room to its original state following the conclusion of their meeting.

- It is highly recommended that users provide their own audio visual equipment when possible.
- Room must be returned to the original condition.
- Trash removed.
- Patrons are responsible for any damages.