



Wimberley Village Library  
400 FM 2325 / P.O. Box 1240  
(512) 847-2188  
[www.wimberleylibrary.org](http://www.wimberleylibrary.org)

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## **MEETING ROOMS & STUDY ROOMS POLICIES**

The Wimberley Village Library (WVL) welcomes public use of its meeting facilities in keeping with the library's mission: "Wimberley Village Library champions reading, stimulates curiosity, provides innovative programs, as well as opportunities for life-long learning."

Use of the WVL meeting rooms by any group signifies acceptance of the terms of this policy.

Permission to use WVL meeting rooms may be withheld from groups that have failed to comply with the Meeting Rooms Policies and from any group that damages the room, carpet, equipment, or furniture or causes a disturbance.

WVL is not responsible for equipment, supplies, or personal effects stored or left in meeting rooms or study rooms.

WVL needs may preempt any other scheduled event.

Questions not covered in this policy should be addressed to Nomi González:  
[programs@wimberleylibrary.org](mailto:programs@wimberleylibrary.org).

## **General Guidelines**

Meeting rooms at WVL are designed to meet general, non-commercial, informational, educational, cultural, and civic needs, including activities such as discussion groups, panels, lectures, conferences, and seminars.

There is no charge for meeting room use.

Use of the WVL meeting rooms does not constitute the WVL endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsement are not permitted.

All activities held in the WVL meeting rooms must be open to everyone.

Meeting rooms may not be used for social gatherings such as showers, birthday parties, dances, etc.

Meeting rooms may not be used for political rallies or campaigns for specific partisan political issues or candidates.

Noise levels from meeting rooms or study rooms must not disturb library patrons or staff.

Children must be supervised by an adult at all times.

Smoking, open flames, burning incense, and lit candles are not allowed.

## **Reservations**

Request for use of a meeting room may be made online, in person, or email.

Requests will be honored on a first-come, first-served basis.

Reservations may be made up to 90 days in advance.

To provide an opportunity for all groups to use the meeting rooms, a group may reserve one meeting room up to 3 times within a 90 day period.

Notice of cancellation should be made to Nomi González, Marketing & Adult Programs, [programs@wimberleylibrary.org](mailto:programs@wimberleylibrary.org) as soon as possible. After 30 minutes a group may forfeit its reservation if it fails to appear as scheduled.

If a group fails to show for two meetings in a row and does not call to cancel, all future reservations are forfeited until the group calls to reschedule.

Meetings will not be scheduled before or after WVL hours. Group representatives may not enter WVL buildings, nor will deliveries be accepted, before the regular opening time.

Groups may not assign or transfer their reservations to other groups.

An individual may, upon request, use a meeting room which is not in use until the next group's reservation time. Please sign in with Linda Eagleton, Reference Librarian, at the Reference Library desk.

Use of the study rooms are in blocks of time from 30 minutes up to 2 hours. Use of the room may be extended based on availability prior to the expiration of time. Please check with Linda Eagleton, Reference Librarian.

Check-in with Linda Eagleton, Reference Librarian, before using any meeting room or study room.

### **Meeting Rooms:**

- Friends Meeting Room: (original multi-purpose room)

This room will seat 30 to 45 people in chairs or 12 to 18 people with tables.

- Pearl Hughes Room: (part of the original children's area)

This room will seat 20 to 30 in chairs or 8 to 12 people with tables.

- Wimberley Community Room: (new room in the expanded wing)

This room will seat up to 100 people in chairs or 70 to 80 people with tables.

- Study Room One and Study Room Two:

These rooms will seat up to 4 people with a table.

## **POLICY ON POLITICAL CAMPAIGN AND EDUCATION ACTIVITIES AT WIMBERLEY VILLAGE LIBRARY**

The Trustees of the Wimberley Village Library District recognize and support without reservation the role of public libraries in providing neutral, factual information about issues of public interest through provision of materials that encourage open and civil discourse. As a governmental entity governed by the Texas law, the library is forbidden from using any public funds or resources in support of, or against, any political issue or candidate. Specifically, no public resources may be used to distribute communications that support or oppose any political issue or candidate. Moreover, public libraries are traditionally places for reading, writing and quiet contemplation. That is, they are limited public forums rather than public forums. The policy which follows is adopted in recognition of requirements for publicly funded entities, like libraries, to respect and comply with all laws and regulations concerning political campaigning practices.

Accordingly, campaign activities for or against issues of public policy, including political issues, will not be permitted on the grounds of the Wimberley Village Library in compliance with current laws and regulations addressing such activities on public property, including rulings from the Office of the Texas Attorney General and advisory opinions by the Texas Ethics Commission.

The District establishes the following conditions for the conduct of neutral, factual issue education activities related to public policy issues on the grounds of the Wimberley Village Library.

1. The Library Director must be informed in writing at least five days in advance of the proposed activity.
2. The application must include all relevant details of the type of proposed activity to be conducted, including start and end dates and times of day, anticipated attendance, and contact information for the person(s) organizing and conducting the activity.
3. Activities will be restricted to areas not scheduled by library staff for programs and activities and must not impede access to the library or traditional library patron uses such as reading, writing, and quiet contemplation.
4. No activity will be permitted which the library staff determines in its sole discretion creates a hazard to the personal safety or health of library staff, volunteers, or visitors.
5. No library staff will participate in the set-up, maintenance, or take-down of any activity.
6. No library funds may be used for any part of a permitted activity.
7. No permanent or semi-permanent installation is permitted. At the conclusion of the activity period, all materials (signs, tables, chairs, etc.) must be removed from the library property within 24 hours.

ADOPTED BY VOTE OF THE BOARD OF TRUSTEES JULY 19, 2024