

TOWN OF PROSPER ADMINISTRATIVE REGULATIONS

CHAPTER 14: COMMUNITY ROOM RESERVATIONS

The Town of Prosper is committed to providing friendly and beneficial customer service to the residents, various non-profit associations, and civic organizations in Prosper. This policy is intended to provide procedures and guidelines for the reservation and use of the Community Room by members of the public. The Council Chambers and Library Program Room are to be used solely for Town-related meetings, programs, and events, and are not available for reservation by Town residents or organizations.

SECTION 14.01: GENERAL PROVISIONS

A. Policies

1. The Community Room is available for use by Prosper residents and non-profit or civic groups located in Prosper during normal hours of operation, if the facility is available and not in use. The Community Room is available free of charge.
2. The Community Room may not be used for commercial soliciting, sales, or fundraising activities. Admission fees are not permitted.
3. Children must be supervised at all times by a parent or responsible adult.
4. Smoking, tobacco use, and alcoholic beverages are not permitted in the Community Room.
5. Food and beverages are permitted in the Community Room, however, no cooking of food or open flames are permitted.
6. Groups must bring any supplies needed for use. The Town is not responsible for providing additional equipment, supplies, refreshments, or copying services. Balloons are not permitted.
7. The Community Room may not be reserved for private parties or social gatherings such as showers, birthday parties, receptions, or for religious services.
8. The Community Room is available for use by groups age 18 years and older.
9. The use of the Community Room does not constitute Town endorsement of the viewpoints expressed by the participants of the meeting or program. No advertisement or announcement implying such endorsement shall be permitted.

10. Failure to comply with these Policies and Procedures may result in the suspension of privileges. Permission to use the Community Room may be withheld from groups failing to comply with this policy and from any group that damages the room, carpet, equipment or furniture, or causes a disturbance.

B. Care and Use of Facility

1. Tables and chairs in the Community Room may be rearranged; however, they must be returned to the original arrangement at the end of the meeting.
2. Furniture and/or equipment from the Library or the Town Hall lobby may not be brought into the Community Room.
3. Set-up and clean-up must be accomplished within the time period for which the room is reserved.
4. Set-up and arrangement of furniture, as well as clearing of the room following a meeting, is the responsibility of the person/organization making the reservation. No physical changes are allowed except for the rearrangement of furniture. Nothing may be attached to the walls.
5. Equipment, supplies, or personal effects may not be stored or left in the Community Room before or after use.
6. A small kitchen area is available for groups reserving the Community Room. All outside items must be removed from the kitchen area following the event, and the area must be kept clean.
7. The dividing wall between the Community Room and Program Room must remain in place at all times.
8. A video monitor is available to present PowerPoint presentations or to access the Internet. Organizations must provide their own laptop to connect to the Town's video equipment. The Town is not responsible for the loss and/or damage to personal equipment or materials used in conjunction with Town equipment.
9. A free Wi-Fi connection is available. Information for connectivity may be obtained during scheduling.

C. Reservation Procedures

1. Classroom-style seating for 22 is available with tables and chairs. Maximum occupancy is 40 with chairs only. A podium is available for use.

Hours Available:

Monday: 8:00 a.m. – 5:00 p.m.

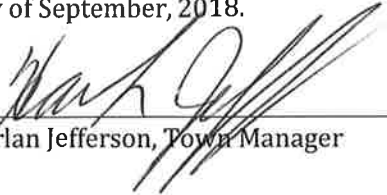
Tuesday: 8:00 a.m. – 8:00 p.m.

Wednesday: 8:00 a.m. – 8:00 p.m.
Thursday: 8:00 a.m. – 8:00 p.m.
Friday: 8:00 a.m. – 5:00 p.m.
Saturday: 9:30 a.m. – 3:00 p.m.
Sundays: 12:00 p.m. – 3:00 p.m.

2. Reservations will be made on a first-come, first-served basis and must be made by a Prosper resident or official representative of a Prosper non-profit or civic organization.
3. Reservations may be made in person, by phone, or via email. A confirmation email will be provided to the person making the reservation. The following information must be provided when making a reservation:
 - Name of group/organization
 - Purpose of meeting
 - Name, address, telephone number, and email address of the group or organization's contact person or representative
 - Total number of persons expected to attend
 - Information on room set-up and use of equipment/technology
4. At least 24 hours' notice is required for booking the Community Room.
5. Reservations may be made up to 90 days in advance of an event.
6. Scheduled events shall not exceed four consecutive hours.
7. Groups and organizations are limited to one reservation within a 30-day period.
8. Use of the Community Room by the public shall be exclusive of Town holidays.
9. The individual making the reservation is expected to be present during the entire event.
10. Individuals and/or groups making reservations will be held liable for any and all damages that occur as a result of the use of the facilities. Charges will be levied for any damage based upon actual repair or replacement costs.
11. Use of the Community Room after normal Town Hall or Library business hours is limited to the Town Council, Boards, Commissions, Town staff, or Town-affiliated organizations.
12. Meetings or functions pertaining to Town government operations, events, and programs shall take precedence over other uses. The Town reserves the right to change or cancel reservations for meeting rooms. If changes or cancellations are necessary, the Town will provide the affected group as much notice as possible so other arrangements may be made.
13. All individuals and organizations reserving the Community Room must agree to abide by the above regulations by submitting a signed acknowledgment form prior to the time of the reservation.

For questions regarding these Policies and Procedures, or to schedule a reservation, please contact the Town Secretary's Office at 972-569-1026.

The Town of Prosper Community Room Reservations Policy was revised and approved on the 21st day of September, 2018.



Harlan Jefferson, Town Manager