



GUIDELINES

The Farmers Branch Manske Library welcomes public use of its meeting facilities in keeping with the library's mission.

The Meeting Rooms at the Farmers Branch Manske Library are available without charge. ID is required upon check-in.

- Meeting Room reservations can be made on the same day or up to three (3) days in advance.
- Rooms may be reserved for a minimum of 15 minutes and a maximum of 2 hours a day.
- Only 1 reservation is permitted per day. Reservations may not be extended.
- A valid ID will be required to claim a reservation. Forms of ID accepted are a government-issued photo ID or student ID.
- The needs of the Library will take precedence over room requests by other community groups.
- Rooms are available only during the hours the library is open. Rooms must be returned to their original condition and vacated 15 minutes before the library closes.
- Failure to arrive within 15 minutes of the reservation starting time may result in cancellation.
- Cancellation of meeting room reservations should be made 24 hours prior to the scheduled start time or as far in advance as possible. Failure to notify the library of cancellation may result in the denial of future requests.
- It is the responsibility of the person who made the reservation to remain on the premises to ensure the Library's [Standards of Behavior](#) are followed.
- A room left unattended for more than 15 minutes will be considered vacant and available to others.
- No food permitted. Beverages must be in sealed containers.
- No alcoholic beverages are allowed.
- No decorations that will mar the rooms (i.e., adhesive tape) are permitted.
- No open flames (including candles) are permitted.
- No commercial use of these rooms is allowed. Commercial use includes but is not limited to the following:
 - Product deliveries or product usage instruction
 - Recruitment or hiring events
 - Any events where applicants plan to charge admission, accept donations, or take collections
 - Speaking engagements, classes, or seminars intended to educate attendees about a paid product or service offered by a commercial business or other entity in order to encourage attendees to become customers
 - Any other type of event or meeting that is solely focused on profiting from or purchasing the products or services of a commercial business or other entity whether the reservation was made by the business or the potential/current customer
 - Any other event where Library staff, in their sole discretion, deem that a commercial business or other entity may be using the meeting rooms to make a profit, conduct business, or solicit customers in any way
 - Distribution of materials that advertise a business, products, and/or services or solicit donations in any way is prohibited in the entire Library facility.



Farmers Branch Manske Library – Room Use

- If an advertisement of any kind is made regarding a reservation, the person or business must explicitly identify itself as the sponsor and must not identify the Farmers Branch Manske Library as associated with the group's activities in their literature or publicity. If publicity concerning the event is circulated, it must include the statement "This event is not sponsored or endorsed by the Farmers Branch Manske Library."
 - The Farmers Branch Manske Library does not promote or advertise non-library events.
- Meetings that may disturb regular library functions are not permitted. Please see our [Standards of Behavior](#) for additional details.
- The Library is not responsible for theft or damage to personal property.
- If the meeting rooms available do not meet your needs, please see the [Facility Rentals Page](#) to find alternative spaces in the city available for rent.