



Tom Green County Library System Brooks & Bates Meeting Room Policy

The Brooks & Bates Meeting Room, located on the second floor of Stephens Central Library, accommodates groups ranging from 8 to 50 people. This space is offered free of charge for community use, supporting educational, cultural, and civic activities. Priority is given to events hosted or co-sponsored by the library.

Reservation Guidelines:

- Reservations are accepted 30 days in advance verbally or using the library's online reservation system.
- The library reserves the right to adjust or cancel reservations to accommodate library-sponsored programs, with reasonable notice.
- Standing reservations are not permitted, unless an exception is granted by library staff.

General Rules:

- The room may not be used for social gatherings such as showers, birthday parties, dances, etc.
- All events must comply with [library policies](#) and applicable laws.
- All meetings should end at least 30 minutes before closing.
- Users are responsible for setting up and taking down tables and chairs, and must leave room clean and in good condition after use.
- Use of the meeting room does not imply library endorsement of the group's views or activities.
- Events involving minors must have appropriate adult supervision.

Right to Refuse or Cancel:

The library reserves the right to:

- Deny reservations that do not align with this policy.
- Cancel or reschedule bookings in cases of library needs or emergencies.