Meeting Room Guidelines

The meeting rooms at the African American Library at the Gregory School (Gregory School) a division of the Houston Public Library (HPL), are available at no charge for use by community groups for information, educational or cultural meetings when not needed for Library purposes. Use of the meeting room does not constitute Library or City endorsement of the viewpoints, beliefs, ideas or policies expressed by organizations or individuals using the space.

Meetings must be free and open to the general public. Library staff retains the right to attend any meetings or events scheduled at the Library to ensure compliance of the room usage.

Eligible groups include:
- Groups or organizations affiliated with the Library or the City of Houston;
- Civic, educational, and nonprofit groups presenting meetings of public interest;
- Non-partisan events such as a public forum open to all candidates or town hall meeting held by current elected officials

Excluded meetings include:
- Personal events such as birthday parties, baby showers, etc.;
- Meetings requiring payment for admission, a registration fee (including fees taken off-site), materials fee or required donations;
- Programs involving the sale, advertising, marketing, promotion of commercial products or services or programs sponsored by a business firm, regardless of purpose;
- Political campaigning or political fund-raising activities

Terms of Use:
- Reservations are on a first-come, first-served basis.
- Room capacity is limited to 20 people.
- Rooms can be reserved for up to three hours, including set up and take down time.
- Rooms are only available when the library is open to the public.
  - All meetings rooms must be vacated at least 15 minutes before the regular closing time of the library.
- Rooms can be reserved up to 90 days in advance, with no more than 6 requests from the same group within a 90-day period.
  - Each meeting requires a separate Meeting Room Request form.
- The Library will NOT supply any materials for meetings.
  - A/V equipment in meeting rooms is not for public use.
- The Library reserves the right to change or cancel reservations if a building or weather-related emergency occurs or a special Library program or need intervenes.
- Groups have the right the cancel a scheduled meeting, but must notify the Library as soon as they are aware of the need to cancel (preferably at least 72 hours in advance).
Serving Refreshments:
- No food is allowed in the meeting rooms.
- Only bottled water is allowed in the meeting rooms.

Group Expectations:
- Adult supervision is required for any event attended by individuals under the age of 18.
- The Library may withhold use of the meeting room from any group or organization due to violation of the rules or misuse of the Library’s facilities.
- All Fire Regulations must be followed, including room capacity and clear aisles, exits and doors.
  - Candles and other open-flame devices (lighters, matches, torches, etc.) are prohibited.

Publicity:
- A copy of all publicity must be submitted to the Library Manager or designee for approval prior to publication or distribution.
- Publicity must include the following statements:
  - “This program is not sponsored or endorsed by the Houston Public Library.”
  - “If you have a special physical or communications need that may impact your participation in this activity, please contact (name) at (phone number), (email) at least 72 hours prior to the event to discuss accommodations. We cannot ensure the availability of accommodations without prior notification of need.”
- If someone needs special accommodations, the group is responsible for providing the accommodations.

To reserve a meeting room:
- To make a reservation, complete the online Meeting Room Request Form (https://houstonlibrary.org/research/special-collections/african-american-library-gregory-school/meeting-room-request-form).
- A confirmation email will be sent to the meeting’s contact person.