

Meeting Room Policy

Policy Statement

Effective October 1, 2006, the use of Sterling Municipal Library's Flora Wilhite Meeting Room is reserved for activities sponsored by the Library and for official functions of the City of Baytown, Harris County, Chambers County, the State of Texas, or the US government.

Rules

1. Only individuals representing Sterling Municipal Library, the City of Baytown, Harris County, Chambers County, the State of Texas, or the US government may reserve the meeting room.
2. Reservations for the meeting room cannot be made by telephone. The reservation form must be complete prior to reserving the date and time.
3. Reservations may not be made more than one year in advance for library events.
4. Reservations may not be made more than 2 months in advance for non-library events.
5. The Library staff does not assume responsibility for arranging the room for non-library events. The room must be placed in its original order at the conclusion of an event.
6. Tape, glue, or thumbtacks may not be used on the walls of Wilhite Meeting Room.
7. Refreshments may be served in the meeting room. Red or purple punch, however, is not permitted, as spills stain the carpet.
8. Only Library personnel that have been trained to do so, may operate the audio-visual equipment in the meeting room.
9. Only Library personnel that have been trained to do so, may operate the thermostat in the meeting room.
10. The maximum occupancy of the Flora Wilhite Meeting Room is 100 persons.