



Public Meeting Room Policy

Electronic Version

1. **Meeting Room Policy:** The meeting rooms of the Blount County Public Library are a library resource to be utilized in the fulfillment of the Library's mission as stated by the Library Board.
2. **Board Room:** The Library Board of Trustees, the Library staff, the Foundation for the Blount County Public Library and the Friends of the Blount County Public Library will have first priority in use of the Board Room. In other cases, the Board Room will be available for both profit and nonprofit organizations at a rate so determined by the Library Board of Trustees.
3. **Public Meeting Rooms:** The Library has meeting rooms for use by the public: Dorothy Herron Rooms A & B, holding up to 127 persons, but divisible into two smaller rooms holding up to 70 and 57 persons, and the Sharon Lawson Room holding up to 127 persons. Each room is equipped with internet access, both Wi-Fi and Ethernet. Access codes for Wi-Fi may be obtained at the circulation desk for those persons scheduled to use the meeting rooms. Use of the public meeting rooms does not constitute Library endorsement of the viewpoints expressed by the participants in any program conducted at the library. No advertisement or announcement implying such endorsement will be permitted and any advertisement or announcement of any program shall contain the following wording: "Except for providing meeting space, the Blount County Public Library is not in any manner connected with this meeting, and neither the library nor the Board of Trustees endorses any position expressed by the group." Library staff may enter a room in use at any time.
4. **Scheduling and Fees:** Programs sponsored by the Library or the Library's affiliated organizations will be given priority in the reservation of meeting space. All other meetings will be scheduled on a first-come, first-served basis. Library sponsored programs and the programs of the Library's affiliated organizations and the governing bodies of Blount County, Maryville and Alcoa will be charged no fees while meeting during regular library hours. All other users will be charged for use of the meeting rooms according to the Library Board's current fee schedule.
5. **Reservation of Public Meeting Rooms:** Meeting room space must be reserved in advance by completing the "Meeting Room Reservation Form" and submitting it to the Library's administrative office. Reservations will be accepted up to twelve (12) months in advance and if after hours use is requested, reservations should be made at least one (1) week in advance. **NO RESERVATION WILL BE CONFIRMED UNTIL THE APPLICATION IS RECEIVED IN THE OFFICE.** The person signing the form will be held responsible for all clean-up fees and damages and all costs associated with collecting those fees. Applicants must be age 18 or over.
6. **Admission Fees and Sales:** Except for the Library and its' affiliated organizations, groups using the meeting rooms may not charge an admission fee. In addition, they can make no sales at any meeting or event without the prior consent of the Library Director.
7. **Common Spaces and Food Service:** Refreshments (coffee, doughnuts, punch, cookies, hors d'oeuvres, etc.), box lunches or simple catered meals may be served at meetings. All meeting rooms share the same kitchen and hallway and it is not possible for the Library to grant a single group exclusive use. Refreshment supplies such as cups, containers, paper goods, tea and coffee are not provided by the Library. An ice machine is available in the storage room next to the kitchen in the main hallway. Groups using the kitchen are expected to leave it in the condition they found it; trash should be picked up and the kitchen should be cleaned. Additional trash bags are located in the kitchen drawer. Set up and clean up of the kitchen must be accomplished within the time period for which the room is rented. If it is necessary

for Library staff to clean up following a meeting, the organization making the reservation WILL BE CHARGED according to the current schedule of fees found on page 3, item #5.

8. **Room Arrangement:** Dorothy Herron Meeting Room A is set up with 8 round tables with 6 chairs each. Dorothy Herron Meeting Room B and the Sharon Lawson Meeting Room are arranged with chairs facing the projection screen. Furniture may be rearranged, but MUST BE RETURNED TO THE ORIGINAL ARRANGEMENT AT THE END OF THE MEETING (see page 5). Any variation in these arrangements will be the responsibility of the user. No items shall be taped or tacked to walls, doors, windows, or any other surface. A display easel and/or podium is available by request. Furniture and/or equipment from other areas of the Library may not be brought into the meeting rooms without prior approval from the Library Director. Personal furniture and/or equipment and/or displays may be provided by a group with prior approval. ALL ROOM SET UP AND CLEAN UP MUST BE ACCOMPLISHED WITHIN THE TIME PERIOD FOR WHICH THE ROOM IS RENTED.
9. **Additional Rules and Regulations:** The following rules and regulations apply to all groups using the meeting rooms:
 - a. No organization other than an organization affiliated with the Library shall use the Library or its official address.
 - b. Storage of goods by organizations using the public meeting rooms will not be permitted without prior approval.
 - c. Attendance at a meeting may not exceed the maximum number of people certified by the Fire Department as the occupancy limit for the room. These limits are: Dorothy Herron Meeting Room A at 70; B at 57, combined at 127; Sharon Lawson Meeting Room at 127 and the Board Room at 18.
 - d. Any use of the meeting rooms which disrupts the normal operations of the Library, such as those uses that produce excessive noise will not be permitted. Live or recorded music is permitted only with prior approval. The Library reserves the right to terminate any disruptive activity.
 - e. Use of tobacco is not permitted anywhere in the Library.
 - f. Alcoholic beverages may not be served or consumed.
 - g. Groups whose members are under the age of eighteen must be accompanied by one adult chaperon for each fifteen participants.
 - h. Weapons and hazardous materials including, but not limited to, paints, solvent, explosives and lighted candles are prohibited.
 - i. Groups using the facilities must comply with the Americans With Disabilities Act, as appropriate.
 - j. All exits must remain unblocked at all times. Open aisles must be maintained within the seating arrangement to provide clear access to exits.
 - k. Public entrances are to be used for entrance to and exit from the building and for all deliveries.
10. **Damages and Liability:** The Library is not responsible for the loss of or damage to any equipment or materials owned or rented by an individual, group or organization using its meeting rooms. Any individual group or organization using the meeting rooms shall be held responsible for willful or accidental damage to the Library building, grounds, collections or equipment caused by the group or organization, its members or those attending its program. The Library Board and staff do not assume any liability for groups or individuals attending a meeting at the Library. Any individual or group holding a meeting in the Library must release, indemnify, and hold harmless the Blount County Public Library Board, Blount County, the City of Maryville, and the City of Alcoa, their officers, agents and employees from any and all claims for injuries, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with the meeting. The County's Risk Management Department requests, when possible, proof of liability insurance with an ACORD form, listing Blount County Public Library as "additional insured" under the description of operations/locations/vehicles/special items.
11. **Denial of Meeting Room Privileges:** Failure to abide by the Library's meeting room policies and rules of conduct may result in the cancellation of, or refusal of future reservations.
12. **Exceptions:** Exceptions to the meeting room policy is granted the power to waive these policies and fees, provided such waivers are reported to the Library Board at its next regularly scheduled meeting.

FEES FOR THE USE OF PUBIC MEETING ROOMS

1. **Fee Policy:** Fees are charged with the intention of covering the Library's maintenance and overhead costs. Meeting room fees will be reviewed regularly by the Library Board. The following fees are currently charged for the use of the public meeting rooms:
2. **Base Fees:**

	Dorothy Herron Room A 8 tables 6 chairs	Dorothy Herron Room B 49 chairs	Dorothy Herron Combined 100-120 chairs	Sharon Lawson Room 100-120 chairs	Board Room 18 chairs
Indiv. or Business Price	\$25/hr	\$25/hr	\$35/hr	\$35/hr	\$55/hr
Non-Profit Price*	\$15/hr	\$15/hr	\$20/hr	\$20/hr	\$30/hr
Projection Screen	Yes	Yes	Yes	Yes	No
White board	Yes	Yes	Yes	Yes	Yes
Podium	Yes	Yes	Yes	Yes	No
DVD/VCR	\$10/meeting	\$10/meeting	\$10/meeting	\$10/meeting	\$10/meeting
LCD Projector	\$10/meeting	\$10/meeting	\$10/meeting	\$10/meeting	\$10/meeting

3. **Food Service:** If food is to be served in the meeting rooms, there will be an additional charge of \$10.00.
4. **After Hour Usage:** Organizations are encouraged to complete meetings within regular Library hours. However, if after hour use is required, there will be a charge of an additional \$25.00 per hour (or part thereof) for use after regular Library hours.
5. **Clean-up and Repairs:** If necessitated by abuse of the facilities, cleanup charges at \$25.00 per hour or part thereof and the actual cost of repairs necessitated by misuse of Library property, plus all costs of collection, will be sent to the renting party.
6. **Cancellations:** If the Library is closed in case of unusual circumstances, such as inclement weather, meeting may be rescheduled. The Library should be notified of any cancelled meetings as soon as possible, with a notice of more than three days, and all fees may be refunded.

**A non-profit organization is one engaged in civic, educational, cultural, intellectual, literary, scientific, religious, political, or charitable activities in Blount County.*

STUDY ROOMS

The Library contains three study rooms, seating 6-8 persons, for use by the public at no charge. These rooms may be reserved up to one month in advance for up to four hours on a first-come, first-served basis. A sign-up sheet is maintained at the Reference Desk. No music is permitted. Any use of the study rooms must not disrupt the normal operations of the Library. The Library reserves the right to terminate any disruptive use.

Blount County Public Library
Meeting Room Reservation Request

Date of Event: _____ Day of Week: _____

Reserved Times From: _____ (am/pm) To: _____ (am/pm)

What Time Will Your Meeting Begin? _____ (must include set-up/break-down time)

***Note: We are unable to set up rooms for your meeting. Please consider the extra time as part of your reservation time.**

Name of Individual/Organization/Group: _____

Non Profit Organization Business City/County/State Gov't. Library Other _____

Address: _____ City/State/Zip: _____

Phone: Office: _____ Home: _____ Cell: _____

E-mail address: _____ (for invoicing/confirmations)

TITLE OF EVENT: _____

Contact person for Event: _____

Is this event or meeting open to the general public? Yes No

ROOM REQUESTED

- Dorothy Herron Room A (seating for 48, 8 round tables w/6 chairs each)
- Dorothy Herron Room B (seating for 49, chairs lecture style facing projection screen)
- Dorothy Herron Rooms Combined (fire capacity 127)
- Sharon Lawson Lecture Hall (fire capacity 127, chairs lecture style facing projection screen)\
- Board Room (18 chairs, stationary conference table)

Will food or beverages be served? Yes (\$10 food fee applies) No

I understand that confirmation and acceptance of the Application is subject to review by the Library Director. I have read the Meeting Room Policy for the use of the Blount County Public Library Meeting Rooms and will insure that I, or my organization if applicable, am in compliance. I and my organization releases, indemnifies and will hold harmless the Blount County Public Library Board, Blount County, the City of Maryville, and the City of Alcoa, their officers, agents and employees, from any and all claims for injuries, damages or loss which may arise or which may be alleged to have arisen out of or in connection with the meeting. I understand that I will be responsible for all damages and clean-up costs, plus costs of collection, if any, resulting from this use of the facility.

Submitted by: _____ Date: _____

Print full Name: _____

Please return this completed form to: Blount County Public Library, Attn: Deb Barnett
508 N. Cusick Street, Maryville, TN 37804 Phone 865-273-1404 - fax 865-977-1142



Furniture & Media Equipment and Pricing

Please check applicable equipment/furniture below:

Equipment:

- | | |
|---|---------------------|
| <input type="checkbox"/> Transparency Overhead Projector | N/C |
| <input type="checkbox"/> Kodak carousel projector | N/C |
| <input type="checkbox"/> Wireless Microphone w/Stand | N/C |
| <input type="checkbox"/> Empty cart & extension cord | N/C |
| <input type="checkbox"/> Ceiling LCD Projector | \$10.00 per meeting |
| <input type="checkbox"/> DVD/VCR Combo w/ portable LCD projector on mobile cart | \$10.00 per meeting |
| <input type="checkbox"/> Electric Piano | N/C |

Furniture:

- | | |
|-------|---------------------------------------|
| _____ | 5 ft. rectangular table (4 available) |
| _____ | 6 ft. rectangular table (6 available) |
| _____ | 8 ft, rectangular table (3 available) |
| _____ | 60" Round Tables |
| _____ | Additional chairs |

**Special Note: Due to the increased demand for our A/V equipment & additional furniture, requests for these items will be on a first come/first serve basis. We ask that you book these items well in advance to ensure their availability.*

I accept that I will be responsible for returning all equipment to designated Library personnel at the end of the scheduled program. Failure to do so may result in additional rental charges. I also understand that I am responsible for any and all damages to the equipment while it is in my custody.

In the event of equipment malfunction, I will notify Library personnel. However, I understand that the Library does not have media staff to instruct in the correct use of the equipment. Instruction sheets have been provided to assist in proper hookups. I understand that alternative hookup arrangements may not yield proper results and may damage the equipment for which I will be held responsible.

Print Name

Signature

Name of Organization

Date