

USE OF LIBRARY MEETING ROOMS

Policies

Providing meeting room space for library sponsored events, city-sponsored activities and Jackson/Madison County community groups is an essential component of the library's overall program. These guidelines and policies attempt to provide fair and equitable access to the meeting rooms by balancing the needs of the community, civic groups and corporate users with the periodic needs of other user groups. Events not sponsored by the city, county, or library are scheduled according to the following policies.

Priorities for Scheduling

The priorities for the use of meeting spaces will be:

1. Library and library-affiliated organizations (including Library Board, the Friends of the Library, the Library Foundation, Hatchie River Regional Library and State Library and Archives) programs and meetings;
2. Local governmental offices and departments;
3. State and Federal departments;
4. Non-profit groups and agencies.
5. For-profit groups and businesses (see fee schedule)

Other Restrictions

The meeting rooms may not be used for private, individual parties such as birthdays, showers, wedding receptions, etc.

The permitted uses of library meeting rooms are not endorsements by the library of the groups' purposes, goals, activities or views. Any publicity must include the following statement:

“Use of the Jackson/Madison County Library's meeting facilities does not constitute endorsement of the beliefs, viewpoints, policies or affiliations of the user by the Library Board or staff.”

Library meeting rooms may not be used for purposes that would interfere with the proper functioning of the Library, disrupt the use of the Library by others or violate local, state or federal laws.

No fees or admission may be charged for attendance of a meeting. A fee may be charged for materials made available but shall not be a restriction for attendance. No selling, solicitation, or taking of orders may occur without written permission of the library director.

The Jackson/Madison County Library does not discriminate in making its premises available on the basis of race, color, national origin, religion, sex, sexual preference, age or physical limitation.

*Jackson/Madison County Library
Policies and Procedures*

Reservation Policies

The library has ~~three~~ four meeting rooms for public meetings: (1) The Library Program Center, (2) The Anne Thurmond Board Room, ~~and~~ (3) The North Branch Program Room, and (4) The Community Classroom. The scheduling of groups in these rooms will include the size and purpose of the group, time for meetings, and any conflicts with other scheduled meetings. The Director must approve use of any other space.

An adult leader shall be present at all times and be responsible for the supervision of any groups of children under the age of eighteen (18) using the meeting rooms.

Advance Reservations

Reservations should be made at least 7 days before the event. The meeting rooms may be reserved up to twelve months in advance. Group meeting monthly throughout the year are given scheduling preference over groups which meets occasionally. Absent approval of the Director, meeting rooms cannot be reserved more frequently than twice per month in order to provide availability to others.

Paperwork and Fees Required

Reservations will be scheduled upon payment of any required fees. First-time non-profit renters may be required to provide proof of 501(c)3 status.

The following must be turned in within 5 days of making the reservation:

- The Event Worksheet and Rental Agreement must be fully completed with all signature areas signed
- Appropriate room rental and equipment fees

Hours Available

Meeting rooms are available when the Library is open during regular business hours. No reservations can be made on holidays observed by the Library.

Cancellation

Cancellations must be submitted in writing by the group's primary contact person at least five days before the event. Groups failing to cancel will forfeit the room rental fee. A group repeatedly failing to cancel may become ineligible to make future reservations.

Emergencies

The Library reserves the right to cancel a reservation in an emergency situation. In the event of an emergency, or under other conditions requiring evacuation of the room, all meeting room occupants must expeditiously evacuate the room either exiting the building or going to approved library safe shelter area in the library as directed by library staff.

FEES

All fees may be paid at the Circulation Desk. If mailed, please put to the ATTN: Meeting Room.

*Jackson/Madison County Library
Policies and Procedures*

Rental fees

Non-Profit

Non-profit groups will not be charged a rental fee to use the room.

For Profit

Rental fee schedule:

Board Room:	\$30 - 4 hours or less;	\$50 - More than 4 hours
North Program Room:	\$30 - 4 hours or less	\$50 - More than 4 hours
Program Center:	\$90 - 4 hours or less;	\$160 - More than 4 hours
Community Classroom:	\$30 - 4 hours or less;	\$50 - More than 4 hours

Overage Fees

Groups occupying the meeting room beyond the scheduled block of time will be assessed an hourly overage fee at double the contracted rate.

Audio/Visual Equipment Availability

All audio-visual needs should be planned for at least 7 days prior to the event and specified as part of the rental agreement. Library staff will provide and test microphones prior to events. The primary contact person will be shown the volume controls and CD player location and controls in case adjustments need to be made during the meeting. Any damage will be the responsibility of the lessee.

General Policies

Pre-Meeting and Post-Meeting Walk-Throughs

The primary contact person must walk through the meeting facility and report/record any damage to the room before and after the meeting. The primary contact person is responsible for all activities during the time the room is reserved.

Room Setup

The lessee is responsible for setting up the room, including tables and chairs, and for all materials they require. Staff may not be available to set up room or to move chairs or tables. Tables are heavy and often will require more than one person to move or set up.

Emergency Exits

Emergency Exits and the entrance doors must remain clear of obstructions at all times.

Food and Drink

Groups are allowed **light refreshments**. **No hot foods are allowed in the Community Classroom or the North Program Room.** Food and drink must not be carried into the main areas of the library. Alcoholic beverages are not permitted in any library meeting area.

Sound and Noise

Use of the meeting room sound system must not interfere with library operations. Sound and noise must be confined to the reserved space and must not bleed over into the main library area.

*Jackson/Madison County Library
Policies and Procedures*

Decorations and Signs

No decorations may be attached to ceilings, walls, or woodwork.

Candles are prohibited.

Live plants must be in appropriate storage containers to protect furniture and floors.

One sign may be placed in the hallway outside of the meeting room. Up to three directional signs not larger than 24” square may be placed outside of the meeting room. Signs may not be posted more than one hour before the meeting begins and must be removed at the end of the meeting.

Deliveries, Supplies and other Property of the Lessee

Vehicles may drop off large items to be used by the lessee, but must stay on paved parking lot areas. The Library staff will not be responsible for receiving any delivered items needed for meeting such as copies of documents, extra furnishings, etc.

The Library will not be responsible for any items, supplies, materials, or equipment brought in by lessee. The Library will not provide storage facilities or supplies of any kind.

All personal property must be removed from the room after the meeting. Items remaining in the rooms will be discarded.

Parking

Lessee and guests should use the parking lot. Under no circumstances, will parking/driving on the sidewalks, brick pavers or grass be tolerated. Deposits will be automatically forfeited.

Advertising

No easels, story boards, large poster boards, table displays or other advertising media may be placed in the Library to advertise the lessee’s activities without prior approval. Promotional materials about programs scheduled by non-library groups should not include indications of library co-sponsorship. A copy of any promotional materials must be submitted to the Library Director prior to public release.

Lessee is responsible for all advertising and notification of event.

Open Access

A Library representative must be allowed to enter the room at any time.

Smoking and Alcohol

No smoking or alcohol shall be permitted in the building or meeting rooms during operating hours.

Clean-Up

Meeting rooms must be cleaned after your function. Trash must be removed and tables wiped. Lessee must dispose of their own garbage either by using the library’s dumpster or by removing from library property. Garbage bags are provided by the library.

All tables used must be wiped down. Lessee is advised to bring a household spray cleaner and paper towels with them for table and chair cleanup. ~~Tables and chairs may be left as set up.~~ **Tables and chairs must be returned to their original configuration.** Tables and chairs used in the hallway outside of the meeting room must be moved back into the meeting room.

*Jackson/Madison County Library
Policies and Procedures*

Kitchen must be completely cleaned, counters wiped down, trash removed and floors swept.

Failure to Clean/Damage

If the room is left unclean or damaged, future use of the Library Meeting Rooms may be limited. (Examples of failure to clean are: failure to wipe down tables; carpet stains because of spills; damage to wall requiring repainting, etc.) The Lessee will be responsible for any repair and/or replacement of any and all damage to the library building and grounds.

Leaving the Building

All meetings must be concluded and the room exited 30 minutes prior to closing time. Groups must be completely out of the building by Library closing time. Please be sure to conclude your meeting early to allow enough time to perform the required clean up.

Responsibility

The library staff will deal exclusively with the primary contact person who signs the Rental Agreement. This person must take possession of the room and perform the pre-meeting walk-through and be present at the scheduled event to implement the rental agreement, user guidelines and policies. They must be present when the room is opened for the groups. Staff at the Circulation Desk and primary contact person will perform a post-meeting walk-through at conclusion of reservation and cleaning of the meeting room.

Non-compliance

Failure to comply with any of these rules may result in refusal by the Library to allow future meetings by the offending group or individual.

Exemptions

Programs sponsored or co-sponsored by the Library and long-term, pre-existing groups are exempt from these restrictions and changes.

Authority

The Library Director or designee is responsible for the implementation and enforcement of the above user guidelines and policies. Room bookings are subject to cancellation with two weeks notice if the room is needed for library programming. In the best interest of the library, the Director may deny use of the room. The Director's decision may be appealed to the Library Board.

*Jackson/Madison County Library
Policies and Procedures*

Event Worksheet

Name of Lessee Group _____

Day(s) and Date (s) of Event _____

Time the meeting(s) starts _____ circle a.m. or p.m.

Rental Hours (including set up & clean up)

Beginning rental time _____ (circle a.m. or p.m.) Ending rental time _____ circle a.m. or p.m.

Contact Person _____

Contact Phone Number _____

(The Library will work with this person exclusively during the rental period of this agreement. The contact person is the responsible party and must be present at walk-through and during the meeting to implement the rental agreements, user guidelines and policies.)

Contact Email: _____

Contact Address:

Describe Your Plans:

**Lessee is responsible for set up of room.

What type of meeting will take place?

Number of expected guests _____

How many tables will you need? _____ How many chairs? _____

Will audio-visual equipment needed? If so, what equipment? _____

News Media expected? _____

Special Needs:

IMPORTANT NOTICE: The library has posted hours for when the library is open.

Total Fees for Meeting Room Services:

Room Rental fee per meeting \$ _____

Rental fee check # _____ Total Amount Paid \$ _____

*Jackson/Madison County Library
Policies and Procedures*

Rental Agreement

These Guidelines and Policies and the Rental Agreement form the rental contract and are the binding agreement between the Jackson Madison County Library and the group (lessee) leasing space. This instrument made and entered into on the date shown below, by and between the Jackson Madison County Library, hereinafter referred to as "Lessor" and the group represented by the signer below, hereinafter referred to as "Lessee". Lessor hereby leases the Jackson Madison County Library's meeting room space for the rental period specified on the Event Worksheet. Said lease is made under the following terms and conditions:

1. In consideration of being granted permission to use the meeting room space, Lessee does forever release and discharge the City of Jackson and Madison County, its successors and assigns, and its officers, employees, agents and their heirs, administrators, and executors from any and all causes of action, claims, damages, liability, and loss of services which the Lessee may have against the City of Jackson and Madison County, its successors and assigns, and its officers, employees, agents and servants and their heirs, administrators, and executors resulting from any damage or injury which may or might be suffered while the Lessee has the use and/or custody of the meeting room.
2. The Lessee does further covenant with and agree to indemnify and hold harmless the City of Jackson and Madison County, its successors and assigns, and its officers, employees, agents, and their heirs, administrators, and executors from all damage, expense, and liability that may or might be incurred while the undersigned has use and/or custody of the meeting room.
3. The premises are to be used for the meeting or function specified on the Event Worksheet only, and no other purpose.
4. It is agreed that the Lessee shall take good care of the premises hereby leased and the appurtenances thereof, and shall abide by the terms of this agreement and at the end of the rental term shall deliver up said premises in good order and condition.
5. The Lessee does further agree to replace and/or repair any and all damage to the library building and grounds and to replace and/or repair any and all personal property therein which may or might be damaged and/or lost while the Lessee has the use and/or custody of the meeting room. Failure to pay any damages will prohibit future use of the facility. It is suggested that the undersigned consider purchasing liability insurance to cover damages and/or injuries.
6. Lessee acknowledges that this agreement and the information provided on the event worksheet are public record and must be provided to the public if requested in accordance with Tennessee law.

The Lessee acknowledges that he/she/it has reviewed the policies adopted by the Lessor for the use of the meeting room and agrees to abide by such policies.

I/WE, THE UNDERSIGNED, HAVE READ THE ABOVE RENTAL AGREEMENT, FULLY UNDERSTAND ITS LEGAL MEANING, AND ACCEPT THE RESPONSIBILITIES OF THE LESSEE.

Executed this _____ day of _____, 20____.

AGREED AND ACCEPTED BY LESSEE:

Name of Contact/Person Responsible for Lessee/Group: _____

Lessee Signature: _____

Library Staff Signature: _____