



Meeting Rooms

Policies, Guidelines, and Rental Agreement

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.

Order of Priorities for Scheduling

The priorities for the use of the meeting room spaces will be:

1. Library and Library-affiliated organizations (including the 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.

Other Restrictions

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

The permitted uses of the library meeting rooms are not endorsements by the library of the group's 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 does not discriminate in making its premises available on the basis of race, color, national origin, religion, sex, sexual preference, age or physical limitation.



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Reservation Policies

The library has three meeting rooms for public meetings with varying capacities, per the Fire Marshal:

- 1.) The Anne Thurmond Board Room (20 Person Capacity)
- 2.) The Program Center (80 Person Capacity, 120 with chairs only)

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 of use of any other space. In order to accommodate the greatest number of users, the Library Director or their designee reserves the right to assign meeting rooms based on room availability and group size.

Advance Reservations and Peak Use

Meeting rooms may be reserved up to three months in advance. Reservations should be made at least 7 days before the event. Rooms requested less than 7 days before the event can only be booked upon submission of Meeting Room Application/Rental Agreement.

In a given month, groups may reserve a meeting room a maximum of one time during peak hours, for a two-hour duration, and one time during non-peak hours. If a group does not use a meeting room during peak hours at any time, they may use it twice during non-peak hours instead.

The peak hours of meeting room use are defined as follows:

Monday through Thursday: Program Center from 5:00 p.m. to 7:00 p.m.

Saturday: Any meeting room from 9:00 a.m. to 4:00 p.m.

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

Paperwork and Fees Required

Reservations may be scheduled over the phone, via email, or by submitting a meeting room application on the Library's website. First-time non-profit renters may be required to provide proof of 501(c)3 status. Rooms requested less than 7 days before the event can only be booked upon submission of Meeting Room Application/Rental Agreement.

Within 5 days of making the reservation, the Meeting Room Application must be fully completed and signed, and any room rental fees must be paid. Failure to do so may result in cancellation of booking.

Cancellation

Cancellations must be submitted in writing (mail or email) by the group's primary contact person at least 2 days before the event. Groups failing to cancel in this time will forfeit any room rental fees. Within a year's time, any group failing to cancel twice will receive a warning and will be asked to review the



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policy with the Director or their designee. Any group failing to cancel three times will become unable 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 by exiting the building or going to approved library safe shelter areas in the library as directed by library staff.

Rental Fees

- Nonprofit
 - Nonprofit groups will not be charged a fee to use the room.
- For Profit
 - For Profit organizations will be charged for use of the meeting rooms, determined by size of the room and the length of the meeting.
- 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.

Meeting Room	Meeting 4 hours or less	Meeting more than 4 hours
Community Classroom	\$30	\$50
Anne Thurmond Board Room	\$30	\$50
Program Center	\$90	\$160

Equipment Availability

All equipment needs should be noted on the Meeting Room Application upon submission, but should be planned 7 days prior to the event at minimum. The Library has similar equipment accessibility in each meeting room, but please note that the Program Center is the only meeting space with a microphone and sound system. Each meeting room allows access to the following:

- Projector/Television Screen
- Laptop (for presentation use)
- Remote Controls (for projectors, televisions, and PowerPoint Presentations)
- Adapters (to allow personal laptops to be connected to our projectors or televisions)

Lessee groups will initial beside any equipment they use during their meeting upon sign-in. The Lessee will be responsible for any repair and/or replacement of any and all damage to the equipment.



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General Policies

Pre-Meeting and Post-Meeting Walk-Throughs

The primary contact person or other authorized individual 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.

The primary contact person or authorized individual will be required to initial beside any equipment borrowed, as well as to sign in and out of the rooms.

Room Setup

The lessee is responsible for setting up the room, including tables and chairs, and for all materials they require. Staff will not be able to set up room or to move chairs or tables. Tables are heavy and will often 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. 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 Program Room's 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.

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.



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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 the 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 lots. Under no circumstances will parking/driving on the sidewalks, brick pavers or grass be tolerated. Deposits will automatically be 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 the function. Trash must be removed and tables wiped. Lessee must dispose of their own garbage by removing it from library property or by using the Library's dumpster (located at the corner of the Lafayette Street parking lot). 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 must be returned to their original configuration. Tables and chairs must not be removed from the room or placed into the hallway.

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



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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 wall painting, etc.) The Lessee will be responsible for any repair and/or replacement of any and all damage to the Library building and grounds, as well as equipment.

Leaving the Building

All Meetings must be concluded and the room exited 60 minutes prior to closing time. Groups must be completely out of the building by Library closing time. Please be sure to conclude the meeting early enough to allow time to perform required cleanup.

Responsibility

The library staff will deal exclusively with the primary contact person and authorized individuals. These persons 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 group. Staff at the Circulation Desk and primary contact person/authorized individual 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 may be exempt from these restrictions.

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.



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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 on the Meeting Room Application, 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 Meeting Room Application 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.