

*Jackson/Madison County Library  
Policies and Procedures*

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**HOURS OF SERVICE**

**Hours of Operation**

Main Library 10 A.M. to <sup>8</sup>~~6~~ P.M. Monday through Thursday  
10 A.M. to 5 P.M. Friday and Saturday.

Tennessee Room Hours: Same as Main Library

Library North Sunday and Monday Closed  
9 A.M. to 6 P.M. Tuesday, Wednesday, Thursday, Friday  
9 A.M. to 1 P.M. Saturday

**Holidays**

The Library will follow Holiday closings of the Madison County Government.

**Weather and Other Closings**

Weather and other closings will be at the discretion of the Director. Unauthorized absences will be charged to personal or annual leave, or to time off without pay.

## **USE OF THE LIBRARY**

### **General Uses**

The use of the collection within the library is free to everyone. Borrowing privileges shall be free to all persons residing, working, owning property, or attending school full-time in Madison County. Proof of eligibility may be required.

The use of the library may be denied for failure to abide by the rules of the library, destruction of library property, or objectionable conduct on library premises.

### **Use by Non-Residents**

The use of the collection within the library is free to everyone. Borrowing privileges shall be free to all persons residing, working, owning property, or attending school full-time in Madison County. Proof of eligibility may be required.

The use of the library may be denied for failure to abide by the rules of the library, destruction of library property, or objectionable conduct on library premises.

Fee: \$25 a year will be charged to those who do not live, work, own property or attend school full-time in Madison County.

### **Limited Uses**

The use of the library shall be limited when excessive demands of groups or individuals tend to curtail service to the general public.

For more efficient use and for security reasons, some restrictions may be placed on uses of certain areas:

- The Tennessee Room is for the use of adults researching genealogy and/or local history. Youth under the age of 16 who are conducting genealogy and/or local history research must be accompanied by an adult.
- The Children's Library area is restricted for children accompanied by an adult. Other adults may browse the collection for borrowing but are not allowed to linger in this area.
- The Teen Room is restricted for youth between the ages of 13 and 18. Children under the age of 13 are not allowed in the Teen Room except when, accompanied by an adult supervising a teen within the permitted age level. Adults are free to check out materials from the collection in the Teen Room but are not allowed to linger in this area. The computers and gaming system are strictly for the use of teens between the ages of 13-18.

**Use of the Library - continued**

**Behavior and Conduct in the Library**

As a public institution for the benefit and use of all local citizens and visitors, certain limitations on behavior and conduct are necessary. These are not designed to restrict the rights of individuals but rather to guarantee the equal use of the library by all. They protect the rights of persons to use library materials and services; of library employees and volunteers to be able to conduct library business without interference; and ensure the integrity and security of facilities, collections, patrons, employees and volunteers.

The Library Director has the authority to revoke or restrict library privileges of any person who violates these rules, and to pursue any legal recourse as necessary. Library staff and security personnel have the delegated authority to monitor these rules and to notify individuals when they are in violation and what actions must be taken. Continued violations or refusal to change behavior may result in denial of privileges or being barred from the library. If a person does not leave voluntarily, the police will be notified.

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**The following are prohibited:**

1. Eating or drinking uncovered beverage in the library.
2. Writing on or damaging by tearing, cutting or breaking any newspaper, magazine, book, equipment, furniture or other materials, or walls, etc. of the library.
3. Unnecessary or unusual noises, including loud talking.
4. Running, horseplay, or physical abuse, harassment, or threatening harm to library staff or patrons.
5. Disregard for library rules, including use of materials or areas of the library.
6. Any activity defined as illegal by city, county, state or federal ordinances or laws.
7. Profanity or other abusive language toward other individuals.
8. Use of tobacco products, alcohol, or other drugs.
9. Sleeping or inappropriate use of library furniture for such activity.
10. Buying or selling of any kind, soliciting for personal gain or for charitable purposes.
11. Using radios, compact disc players, cellular telephones, or other personal listening devices at a level that can be heard by others.
12. Skateboarding or other sports anywhere on library property.
13. Distributing literature, taking surveys, or asking individuals or employees to sign petitions or similar activities without express permission of the Library Director.
14. Bringing animals or pets into the library other than service animals.
15. Using emergency exits at times other than emergencies.
16. Firearms or weapons.

The library reserves the right to limit the number of individuals who may sit together. It also reserves the right to inspect all bags, purses, briefcases, packs, for library materials, especially if the security gates are alarmed when passing through them. Bicycle racks are provided for patrons' use.

The library will not be responsible for personal materials left behind or left unattended. Staff will attempt to return identifiable items of significant value, including wallets, but are not liable for long term storage or security.

Except for special events sponsored or co-sponsored by the library, no food or drinks are allowed to be consumed within the public areas of the library. Groups using the meeting room are allowed to have limited refreshments (beverages and snacks), but these must be restricted to that room. Signs indicating "No Food or Uncovered Drink" will be posted. No alcoholic beverages may be consumed on library premises.

### **Solicitation**

Solicitation, by the public or members of the library staff, is not permitted on library properties. This includes the sale or distribution of merchandise, sales materials, tickets, insurance, coupons, magazine subscriptions, political campaign material, or anything not connected with the work of the library. The only exceptions to the non-solicitation policy are: those authorized and directed by the library administration including the annual United Way Campaign, and those for fundraising projects conducted by the Friends of the Library or the Jackson/Madison County Library Foundation.

### **Money Changing**

The library maintains a minimum amount of cash to make change for payments of fines or other transactions. It is not the duty or the policy of the library to make change for citizens for other, non-library use reasons. The library will not accept checks with the exception for services rendered in the Tennessee Room. Staff members are not allowed to write checks for cash. Money will be deposited into the library's account no later than three business days after receipt.

### **Telephone Use**

The library's telephone system is for the use of the staff and for business purposes only. A pay telephone is available for public use, for all outgoing local and long distance calls but it does not accept incoming calls. Maintenance, repair of and problems with the pay phone are the responsibility of the contracting company.

### **Cellular Phones & Electronic Devices & Laptop Computers**

With advances in technology, many citizens are connected to others and to the world through cellular telephones, electronic beepers, laptop computers and other devices. As a provider of connections to the Internet, the library allows patrons to use its computers.

Patrons are requested to maintain the volume, especially of the ringers, on cellular phones and beepers at the lowest level and to refrain from loud personal conversations while inside the library. Notices will be posted.

### **Photography & Videography**

Photography or videography is generally permitted if it is for general public library promotion by the media, student projects, and/or strictly for personal use. In order to protect the rights of individual library patrons and to reduce distractions, photographing and videotaping on library property are restricted as follows:

Under no circumstances may the public, members of the media, or library staff take photographs or videotape without the express permission of any library patrons who would be prominently included within the composition.

Photography or videotaping for commercial purposes is not permitted without approval by the Library Director. Requests for permission to photograph, videotape or duplicate library-owned prints for commercial purposes must be submitted in writing for review by the Library Director.

### **City Directory Information**

Telephone requests for city directory information must specify enough information to resolve the request. Information on locations nearby will not be given over the phone. Anyone wanting such information may review the city directories within the library's collection.

### **Photocopiers and Copyright**

The library has available, for public use, coin-operated photocopying machines and other equipment, which can reproduce copyrighted materials. In accordance with the **Copyright Law of the United States, Title 17** (*appended*), the library will display notices by all such equipment stating that making a copy may be subject to the Title and its subsections 107 and 108. The law also applies to the "fair use" of copyrighted materials for individual use.

### **Fees for Services**

The library may collect fees for specialized services, e.g., fax transmissions, printing images of microfilm/microfiche, photocopies, word processing and Internet pages. Library officials may adjust these fees as necessary to cover supply costs.

### **Public Injury/Accident**

Injuries by public citizens on library property shall be reported on the **Incident /Accident Report** (*appended*). Medical attention shall be given or summoned as soon as possible and as necessary.

**Unattended Children**

The library welcomes patrons of all ages to use its resources and facility. The behavior and the well-being of young children is the responsibility of parents or legal guardians and not of library staff members. While the library attempts to maintain a safe and secure atmosphere at all times, younger patrons may become frightened or anxious if left unattended.

Children under the age of six years must remain with a caretaker who is at least 13 years old by their side at all times while in the library. Children ages 6-10 must be under the supervision of a caretaker who is at least 13 years old while in the library. If appropriate caregiver or parent cannot be found in the building or at home within 15 minutes, law enforcement personnel will be contacted to pick up the children.

During children's programs conducted by library staff, adult caregivers must remain within the library and be available for the care of their children as necessary and especially after the end of such programs.

If unattended children remain at the library at closing time an attempt will be made to contact parents or caregivers. If contact cannot be made within fifteen minutes, the Jackson Police Department will be notified to pick up the children. Two library staff members will stay with the children until the police arrive. If parents or caregivers are contacted by phone, they will have a maximum of fifteen minutes to pick up the unattended children. After fifteen minutes, the Jackson Police Department will be notified to pick up the children.

When the police have been called and have picked up any children, a note will be left on the library doors for the parents. Staff members will not drive children home.

In situations regarding the safety and health of children and specifically when parents or caregivers are not present, library staff will notify the proper authorities and parents. An Incident Report will be completed and retained.

**Use of Materials from the Historical Collection Policy**

All materials copied, displayed or published from the historical and/or genealogical collections must be accompanied by an appropriate citation, as follows:

Photographs and other visual materials: Courtesy Jackson/Madison County Library.

Other materials, diaries, logs, pamphlets, notes, or any library publication: cite the appropriate collection, file, etc. followed by "Jackson/Madison County Library."

## **CIRCULATION POLICIES**

### **Application for Library Card**

In order to borrow materials, patrons must make application with their correct name, address, date of birth and telephone number. Proof of current address and photographic identification are required for adult patrons and for parents or legal guardians of minor children under 17 years of age.

Any child may apply for his/her own library card upon enrollment in school; the parent or legal guardian must complete the application process for any patron up to 16 years of age.

While patrons are encouraged to bring their library cards, materials may be checked out with a photographic identification for adults, or for the adult guardian of minors.

One free replacement card will be issued in a three-year period. A charge of \$1.00 per card will be assessed for additional cards within the three-year period.

### **Loan Periods and Limits**

Books (Non-Fiction):	5 on one specific subject
Books (Adult Fiction):	20
Compact Discs (CDs):	5 per patron
DVD's:	4 per patron
Other audiovisual items:	Scheduled by Audiovisual Librarian

Books and CDs are checked out for a period of two weeks. DVDs are checked out for a period of one week. All of these items may be renewed (if not on request by other patrons) by phone, online, or in person, for up to two more loan periods. Renewals must be requested on or before the due date to avoid fines. Overdue fine balances of over \$5 must be paid before any additional checkouts or renewals are possible. Magazines, newspapers, microfilm, microfiche, Reference materials and items in the Tennessee Room do not circulate.

### **Fines for Overdue Materials**

Books, compact discs:	\$ .10 per day,	maximum \$ 5.00
DVD's:	\$ 1.00 per day per DVD,	maximum \$10.00

Charges for lost or badly damaged material shall be the cost of the item(s). After materials are five weeks overdue, patrons will be charged the replacement cost for the item(s) plus any applicable fines.

The library may pursue every possible, legal method to recover library materials, including due process and collection agencies. Final notification about overdue library materials shall be sent by certified mail. The Library Director is authorized to allow special times for reduced or no fines.



## **CONFIDENTIALITY OF RECORDS**

The library maintains records for its business purposes. Records are considered confidential and disclosure of those records is governed by TCA 10-8-102 and can be disclosed under the following circumstances:

1. Upon the written consent of the library user;
2. Pursuant to the order of a court of competent jurisdiction; or
3. When used to seek reimbursement for or the return of lost, stolen, misplaced or otherwise overdue library materials..

## **POLICY FOR USING PERSONAL ACCESS COMPUTERS**

1. Patrons must sign in with their library card and PIN or a guest pass. Time is limited to two, one hour sessions per day including all locations.
2. The computer is for use by one person at a time except when a minor is accompanied by an adult.
3. Library computers cannot be used for any illegal activity.
4. Only installed software can be used. Library staff can provide only basic help. The "HELP" menu within the program is available.
5. Files created by patrons cannot be saved to the computer's hard drive, but may be saved to flash drive provided by the patron. Any personal data found on the hard drive will be deleted.
6. Patrons are not allowed to make any changes to the computer's settings except for specific settings within the program, e.g., margins.
7. The library is not responsible for damages or loss of data from power problems, or computer failure. The use of the personal computer is at the patron's own risk.
8. Patrons must take care in the use of the computer and its software. Any abuse or misuse will result in denial of future use or repair costs.
9. Excessive noise and actions that disrupt others will not be permitted.
10. Printing will be \$.15 per page for black and white copies, \$.30 for color copies. Patrons should determine the exact number of pages to print (by using *File, Print Preview* or magnifier icon). Refunds will not be given for unused pages.
11. Only library-owned and-connected hardware may be used with the computer.
12. Problems with the computer or other connected equipment must be reported to the library staff immediately. Patrons must not disconnect or reconnect any equipment.
13. The library cannot be listed as a business address for individuals.

## **ART DISPLAYS AND EXHIBITS**

It is the desire of the Board of Trustees and the staff of the public library to provide for the public as many attractive, educational, and cultural exhibits as possible. The use of exhibit space is based on these criteria: visual arts, crafts, paintings, and collections for educational, cultural, informational and artistic purposes.

Exhibit space is available to community individuals and groups on an equitable basis, regardless of the beliefs or affiliations of those requesting space. Space is not available for partisan political, specifically religious or commercial promotions, or for one side of controversial matters. Reservations for this space are placed on the library's schedule calendar, and the Library Director grants use. Library needs take priority in the use of all display areas.

In order to make exhibit space available to as many community residents as possible, each will be scheduled for one month and normally for once a year, or at the discretion of the Library Director. The location and arrangement of display cases and areas are subject to the needs of the library. If an exhibit is not removed within thirty days, it will be disposed of in accordance with local law.

The library's insurance may not provide coverage for exhibit items. Exhibitors are responsible for having coverage for such items, as deemed necessary. The exhibitor will sign the **Exhibitor Form** (*appended*) which releases the library from responsibility for loss, damage, or destruction.

Exhibit spaces include display cases, wall spaces with art hanging tracks, and other limited displayers. The exhibitor is responsible for setting up and dismantling displays on a timely basis, usually near or on the first and last days of a month. If the library staff is required to dismantle an exhibit for any reason, the library is not responsible for any damages. The exhibitor should provide neat and legible labels to be attached to or near the items and not affixed to walls. No price or sale cost for items is permitted, and no sales may take place on library premises, except for and by the library and the Friends of the Library. A name and phone number will be available through the library for any desired contacts.

The library shall cooperate with others in co-sponsoring and arranging exhibits and displays which enhance its role as the Information Center for Jackson and Madison County.

The use of exhibit spaces shall conform to the Library Bill of Rights (*see Section 503*). The library shall have a notice posted which states:

*The Jackson/Madison County Library does not advocate or endorse the viewpoints of meeting room discussions, exhibits, displays, and available literature but permits these in its role as the Information Center for the community.*

### **PERSONAL APPEARANCES BY AUTHORS & ARTISTS**

In association with its efforts to provide culture, literature and information in various formats, the library welcomes local authors and artists whose works are deemed appropriate (according to the approved Collection Development Policy) to make personal appearances and to be available for talks and autographing their works. The opportunity to sell copies of their work at that time only may be permitted, with the approval of the Library Director. Authors are encouraged to make a contribution to the library. The library will not be a storage facility or a re-seller of such works.

## **POSTERS, BROCHURES, LEAFLETS, ETC.**

Items that publicize community organizations and local events enhance the role of the library as the central source for civic, cultural, educational, and recreational information. Any poster, display, exhibit, pamphlet, brochure, leaflet, or booklet to be exhibited, displayed, or placed in the library for distribution must be approved by the Library Director. Items left or posted without approval will be removed.

### **Limitations**

Due to limited space and because of the complexity of possible items, the library will allow and permit to be displayed brochures, pamphlets, leaflets, and posters only by and for the library, library-related organizations, such as the Friends of the Library, local governmental offices and departments and those non-profit agencies which receive funding from local governments.

Political literature supporting one cause, individual or point of view is not allowed. The library will not provide storage space for copies of other leaflets.

No poster will be affixed to glass doors or windows or displayed on library furniture/desks except for library-related announcements.

### **Scheduling and Size**

Events may be promoted for one month in advance. Posters will be dated when installed and removed on a timely basis. The Library Director will approve the arrangement of such literature.

The allowing of distribution or posting of items by the library does not indicate endorsements of the issues, events, or services promoted by those materials.

## **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

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limitation.

**Reservation Policies**

The library has three meeting rooms for public meetings: (1) The Library Program Center, (2) The Anne Thurmond Board Room, and (3) The North Branch Program Room. 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.

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**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

**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. 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.

**Decorations and Signs**



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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 used in the hallway outside of the meeting room must be moved back into the meeting room.

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 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**

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.

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## 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 \$ \_\_\_\_\_

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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 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: \_\_\_\_\_