

## Jefferson City Public Library - Meeting Room & After-hours Use Policy

1. The meeting rooms of the Jefferson City Public Library are available for use by civic groups, non-profits, cultural or educational organizations, businesses and locally operating government agencies, departments or commissions.
  - a. At times, library activities such as the Summer Reading Programs and regional library training sessions / events have priority.
  - b. Functions such as birthday parties, receptions, baby showers and / or other functions of this nature are prohibited.
2. Room reservation forms are available at the Circulation Desk, as well as online. Bookings for the meeting rooms are to be arranged by any Jefferson City Public Library staff, as per board policy.
3. The Conference Room is available during hours of operation only.
4. The Conference Hall is available for after-hours use. It is available Monday – Saturday, 9am to 9:30pm.
5. Any group or organization applying for room use must sign a statement that their organization does not discriminate in membership or in service provision on the basis of race, creed, color, religion, political affiliation, gender, sexual orientation, national origin, or disability, or in employment on a basis prohibited by Tennessee law.
6. Applications for use of the Library facilities for meetings shall be approved only on condition that meetings are open to the public, unless they are for Library or local government agencies training sessions.
7. Library personnel and / or Library Board members are authorized to monitor any meetings held in the facility.
8. Each group is responsible for notifying the Library of a cancellation at least 24 hours before its scheduled time. Failure to appear for two scheduled meetings may result in loss of meeting room privileges.
9. The requesting individual and the organization are held responsible for the conduct of those attending the meeting and for expenses relating to any damage to the Library property.
10. Permission to use the meeting rooms does not imply Library or local government agencies endorsement of opinions of any group or organization. If a question is raised as to the goals and activities of any group, the Library Board is the final authority in granting or refusing permission to use the rooms.

### CARE AND USE OF ROOM

1. Please sign in for the group in the Sign In Binder.
2. If tables are moved, it is required to unlock the wheels so as to not scratch the flooring. To do this, lift the tab on the top of each wheel.
3. No items shall be taped, nailed or tacked to any surface.
4. Groups using the meeting rooms must supply all of their own coffee, creamer, sugar, refreshments and paper goods.
5. No lit candles or open flames. Catering heaters are acceptable for catering use and if used with appropriate chafing dishes / trays.
6. It is the responsibility of the organization to clean up after the meeting.
7. All trash must be picked up and placed in the dumpster outside, to the right side of the building.
8. Trash can liners must be replaced.
9. Tables must be cleaned.
10. The Conference Hall must be swept. Cleaning cloths, the broom, dustpan and trash can liners can be located in the catering kitchen.
11. Return space to the set configuration as found.
12. Turn off all lights, electronics and appliances.

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### RESTRICTIONS

1. Storage of goods by organizations using the meeting rooms will not be allowed.
2. No items or services may be sold or advertised, except for Library sponsored programs.
3. No groups using either of the meeting rooms will be allowed to charge a fee or ask for donations.
4. A meeting that would interfere with normal Library activities will not be allowed.
5. LIBRARY PERSONNEL ARE NOT AVAILABLE TO ASSIST ANY GROUPS, REARRANGE FURNITURE, CARRY SUPPLIES OR OPERATE EQUIPMENT.
6. Fundraising events or solicitations of any kind are prohibited unless sponsored by the Library.
7. Tobacco, alcohol, drugs, weapons of any kind, and firearms (with the exception of law enforcement) are not allowed on Library property.
8. Attendance will be limited to the capacity of the space the meeting is occurring in.
  - a. Conference Room maximum capacity is 33.
  - b. Conference Hall maximum capacity (auditorium arrangement) is 100.

### AFTER-HOURS MEETING GUIDELINES FOR CONFERENCE HALL

1. All above stipulations apply to the after-hours use of the Conference Hall.
2. The group must be in the Conference Hall before the Library closes.
3. All meeting attendees must be out of the building by 9:30pm.
4. After-hours meetings can exit the building by either the Conference Hall external side door or via the front atrium doors. Booking or organization representatives must check both doors to ensure they are locked after meeting adjourns.

### CATERED FOOD

1. Additional cleaning fees may be assessed. Refer to the fee schedule (available at Circulation Desk).
2. Please meet caterers outside the Conference Hall entrance and escort them to the catering kitchen.
3. Please inform Library personnel about your arrangements in advance.
4. LIBRARY PERSONNEL WILL NOT BE AVAILABLE TO ASSIST.

FAILURE TO OBSERVE THESE GUIDELINES AND POLICIES WILL RESULT IN A DENIAL OF THE CONFERENCE HALL / CONFERENCE ROOM AND THEIR USE. THE LIBRARY BOARD AND STAFF DO NOT ASSUME ANY LIABILITY FOR GROUPS OR INDIVIDUALS ATTENDING ANY MEETING.

Updated policy on 7/15/2022

Policy Approved 7/14/ 2022

Policy Stored: JCPLS Google Drive Current Policy Folder

**Jefferson County Library Board**

**ATTN: POLICY COMMITTEE**

**PO BOX 339**

**Dandridge, TN 37725**

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## Jefferson City Public Library Conference Room / Hall Reservation Application

Please fill out this information completely and accurately. Once a form is on file with Library personnel, a new form will be needed for change to the authorized representative, contact information changes. After a form is on file, any new meeting date requests may be requested through email. **On-going meeting room requests expire annually (one calendar year from date of 1<sup>st</sup> meeting).** It is the responsibility of the group to renew their meeting room reservation by contacting Library personnel. If there are any changes to any information, please notify Library personnel as soon as possible.

Organization Name \_\_\_\_\_  
Authorized Representative \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Primary Contact (if different from Authorized Representative) \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_



Meeting Room being applied for (please circle) CONFERENCE HALL CONFERENCE ROOM

**Single use**  
Meeting date \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

**Multiple uses** (example: 1<sup>st</sup> Thursday of each month)  
Meeting dates \_\_\_\_\_  
Start time \_\_\_\_\_ End time \_\_\_\_\_; Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Purpose of meeting - Civic / Social / Educational / Informational / Other: \_\_\_\_\_ Expected attendance: \_\_\_\_\_

### Conditions for Use / Waiver of Liability

\_\_\_\_\_  
(hereinafter Applicant):  
(Name of group or organization)

Applicant, for itself and its heirs, successors and assigns, shall release, defend, indemnify and hold harmless Jefferson County and Jefferson City, its officers, agents, employees and volunteers, from and against any and all claims, demands, liability, damages, lawsuits or other actions, including, but not limited to, personal injury or death or property damage arising out of or in any way connected with Applicant's use or occupancy of the Jefferson City Public Library facilities or equipment.

Applicant shall be responsible for any damages, including replacement costs and staff time, sustained by the Jefferson City Public Library Conference Room / Hall, including but not limited to its furnishings and equipment, as a result of Applicant's occupancy or use.

Applicant agrees that it does not discriminate in membership or in service provision, on the basis of race, creed, color, religion, political affiliation, gender, sexual orientation, national origin, or disability, or in employment on a basis prohibited by Tennessee law.

Applicant is a civic, cultural, educational organization or business, or a locally-operating government agency, department or commission.

**I certify that I am authorized to sign this Application on behalf of the Applicant. I have read and understand the Conference Hall and the Conference Room Policy and the above Conditions for Use/Waiver of Liability and agree to all of their provisions. If a meeting is cancelled, I agree to notify the library as far in advance as possible.**

\_\_\_\_\_  
Signature of Authorized Representative Date

**Please note:** Meeting Room reservations are not confirmed until this completed form has been reviewed and approved by designated Library personnel (building manager or administrative staff).

**FOR LIBRARY USE:**  Approved  Disapproved  Conference Hall and / or the Conference Room was not available  
Signature of Library Representative \_\_\_\_\_ Date \_\_\_\_\_