

<b>Tazewell County Public Library (TCPL)</b>	<b>Meeting Room Policy</b>
<b>Revised &amp; Approved</b>	<b>February 4, 1991</b>
<b>Revised &amp; Approved</b>	<b>May 26, 2004</b>
<b>Revised – editorial changes</b>	<b>September, 2018</b>

## **Meeting Room Policy**

### **Purpose**

Meeting rooms in the Tazewell County Public Library facilities accommodate programs sponsored by the library as part of its overall program of service and they serve as community meeting rooms.

In fulfilling this second function, broad use of the library facilities by the general community is encouraged. The library's role as a cultural and education center makes it an ideal place for the interchange of ideas. Activities that draw people to the library help make the community aware of the library and its resources and contribute to community spirit and cohesiveness.

### **Eligibility**

Library meeting rooms are available to any organization in the community, regardless of their beliefs and affiliations, subject to the conditions in this policy and availability.

Meeting rooms may not be used for commercial promotion of an individual business or merchant, for personal non-group activity, or for social gatherings.

### **Conditions of Use**

All meeting shall be open to the public.

An admission fee may not be charged, donations may not be solicited, and selling programs may not be conducted unless sponsored by the Board of Trustees of Tazewell County Public Library. Classes, including those for which tuition is charged, offered by public nonprofit institutions will be permitted.

No petitions may be circulated in the library buildings.

The fact that a group is present to meet in no way constitutes an endorsement of the group's policies or beliefs.

### **Reservations**

Application forms, signed by a representative of the requesting organization, must be submitted to the Branch Manager for use of the meeting room.

A copy of the "Meeting Room Use Policy" will be given to the applicant when the meeting room is booked.

First propriety for use is given to Tazewell County Public Library requirements for programs, staff training, and business meetings, and to agencies of the Tazewell County government, after which other applicants will be scheduled on a first-come first-served basis.

Groups may book the meeting room up to a year in advance, and should request no more than 12 monthly uses in a 12-month period or no more than once weekly for six weeks' duration. A Branch Manager may make an exception if the demand for booking and space allow.

For meetings which will begin after library hours, a representative of the group must pick up a key on the day of the meeting. The key will be left in the room following the meeting or returned to the library the day after the meeting.

## **Cancellations**

When a meeting is postponed or cancelled, the Branch manager must be notified as soon as possible so the space may be made available to others.

When the library closes due to inclement weather, power failure, etc., the applicant will be notified as soon as possible.

The library reserves the right to change or cancel a meeting in case of an emergency, special library program, or prior misuse of library property. Applicants will be notified of such cancellations or changes as soon as possible.

## **Equipment**

Equipment or special furniture to be provided by the library must be requested at the time the room is booked. If a library projector and laptop are booked, the organization must provide a qualified operator. The organization using the room is responsible for setting up furniture and returning it to its usual arrangement following the meeting.

Private property to be used, demonstrated, exhibited, shown or merely brought into the library must be the owner's responsibility. The library cannot assume responsibility for private property used on library premises.

The library staff is not asked to move or carry private property.

## **Other Conditions of Use**

Food or refreshments, excluding alcoholic beverages, may be served. The group is responsible for supplying all equipment and for immediate cleanup.

Smoking is prohibited in all areas of the library.

Groups using the meeting room are responsible for maintaining order, and are required to restore the meeting room and restrooms to the condition in which they were found.

Activity and noise levels in the meeting rooms during meetings must not disrupt or disturb public use of the library or regular library activities.

Youth organizations using the meeting room must have at least one adult (18 years or older) present at all times.

The library cannot provide storage areas for groups.

In publicizing a meeting to be held in a library meeting room, the sponsoring group, time and place must be clearly identified. The library may not be named as sponsor of any event without written permission, nor may the library's name, address or telephone number be given as contact information for the group.

Any donations or gifts to these rooms will become the property and responsibility of Tazewell County Public Library and shall be used at the discretion of the library.

Any damages to premises or equipment as a result of group use will be paid for by the group responsible. Groups will also be held responsible for the safekeeping of exhibits already on display in the meeting room.

The Board of Trustees reserves the right to require the presence of a police officer. The Library Director may determine that security services are required during a proposed use of the meeting room. If so determined, the registrant agrees to pay for any security services associated with use of library facilities deemed necessary by the Director. The library will contract for security services. The library will bill the registrant for the security services. The registrant must pay the library in full. In addition, if it is determined that security is necessary, the registrant will provide a certificate of comprehensive general liability insurance, including contractual liability insurance, in the amount of \$1,000,000 with Tazewell County Public Library and Tazewell County Public Library Board of Trustees named as additional insureds. Both the payment and the certificate must be delivered to the Library Director no later than two weeks prior to the proposed use. In the event that those requirements are not met, the use of the room shall be deemed cancelled.

## **Capacity**

Audiences may not exceed capacity seating.

<u>Location</u>	<u>with table and chairs</u>
Conference Room, Tazewell	27
Conference Room, Bluefield	25

***Any violation of these rules and regulations may result in an order to vacate the premises immediately and/or suspension of the privilege of using the meeting room.***

## APPLICATION FOR USE OF MEETING ROOM

Date of application: \_\_\_\_\_ Date room to be used: \_\_\_\_\_

Circle one:    Conference Room, BLUEFIELD            Conference Room, TAZEWELL

Time room to be used: From: \_\_\_\_\_ To: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Office phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Purpose of meeting: \_\_\_\_\_

Type of meeting: \_\_\_\_\_

Please indicate if the following library equipment will be required:

Projector & laptop \_\_\_\_\_ Overhead Projector: \_\_\_\_\_

The undersigned hereby releases Tazewell County Public Library from any claims for damage to non-library materials caused by the Library's audio-visual equipment. The undersigned further agrees to reimburse Tazewell County Public Library for any damage to Library-owned material or equipment if damage occurs.

I am an authorized representative of the organization listed above. I have read and agree to comply with the policy for use of the meeting room.

Signature: \_\_\_\_\_

Approved by: \_\_\_\_\_