PUBLIC MEETING ROOMS POLICY
of the
Blount County Public Library

Meeting Room Policy
The meeting rooms of the Blount County Public Library are a library resource to be utilized in the fulfillment of the Library’s purpose as stated by the Library Board – to engage and serve our community as a center of lifelong learning and to inspire people to enrich their lives and become more knowledgeable and effective.

Board Room
The Library Board of Trustees, the Library staff, the Foundation for the Blount County Public Library, the Friends of the Blount County Public Library and the Blount County Genealogical and Historical Society will have first priority in use of the Board Room. In other cases, the Board Room will be available for both profit and nonprofit organizations at a rate so determined by the Library Board of Trustees.

Public Meeting Rooms
The Library has meeting rooms for use by the public: the Dorothy Herron Room A holding up to 50 persons, and the Sharon Lawson Room holding up to 120 persons. Each room is equipped with internet access, via WIFI and Ethernet.

Use of the public meeting rooms does not constitute Library endorsement of the viewpoints expressed by the participants in any program conducted at the Library. No advertisement or announcement implying such endorsement will be permitted and any advertisement or announcement of any program shall contain the following wording: “Except for providing meeting space, the Blount County Public Library is not in any manner connected with this meeting, and neither the Library nor the Board of Trustees endorses any position expressed by the group.” Library staff may enter a room in use at any time.

Scheduling and Fees
Programs sponsored by the Library or the Library’s affiliated organizations will be given priority in the reservation of meeting space. All other meetings will be scheduled on a first-come, first-served basis.

Departments of Blount County Government, the City of Maryville, and the City of Alcoa may schedule up to four (4) private meetings annually, free of charge. Additional meetings will be allowed without charge only if open to the public and listed on the Library’s website calendar.

Payment must accompany the reservation form. Payment may be made in cash, by check or by credit card to the meeting room staff Monday through Friday, 9AM – 5PM in the administration office. Refunds will be given only if the cancellation of the meeting is received and acknowledged at least 72 hours in advance of the scheduled meeting. Adjustments to the fees charged (due to damage, failure to return the room to its original arrangement, or occupying the room beyond the scheduled time of the reservation) will be provided within 3 days of the meeting and must be paid within 30 days to avoid collection activities which may include barring the person making the reservation from using his/her library card until payment is received.
Reservation of Public Meeting Rooms

Meeting room space is made available during the hours that the library is open. Since maintenance crew is usually present Monday through Friday at 7:00 a.m., special arrangements may be made for meetings as early as 7:00 a.m. Such arrangements are not available after hours or on the weekends. Meeting room space must be reserved in advance by completing the “Meeting Room Reservation Form” found on the Library’s website (www.blountlibrary.org) and submitting it to the Library’s administrative office. Reservations will be accepted up to twelve (12) months in advance. **No reservation will be confirmed until the application and payment is received in the office.** The person signing the “Meeting Room Reservation Form” will be held responsible for all rental charges, clean-up fees and damages as well as all costs associated with collecting those fees. This may include referral to a collection agency or the barring of a person’s use of his/her library card. Applicants must be age 18 or over.

Admission Fees and Sales

Except for the Library and its affiliated organizations, groups using the meeting rooms may not charge an admission fee. In addition, no sales at any meeting or event may be conducted without the prior consent of the Library Director. Commercially manufactured and distributed products are excluded from being sold in the meeting rooms at any time.

Common Spaces and Food Service

Refreshments (coffee, doughnuts, punch, cookies, hors d’oeuvres, etc.), box lunches or simple catered meals may be served at meetings. All meeting rooms share the same kitchen and hallway and it is not possible for the Library to grant a single group exclusive use. Refreshment supplies such as cups, containers, paper goods, tea and coffee are not provided by the Library. An ice machine is available in the storage room next to the kitchen in the main hallway. Groups using the kitchen are expected to leave it in the condition they found it; trash should be picked up and the kitchen should be cleaned. Additional trash bags are located in a kitchen drawer. Set up and clean up of the kitchen must be accomplished within the time period for which the room is rented. If it is necessary for Library staff to clean up following a meeting, the person signing the reservation form will be charged according to the current fee schedule found in the Clean Up and Repair section.

Room Arrangement

Dorothy Herron Meeting Room A is set up with 8 round tables with 6 chairs each. The Sharon Lawson Meeting Room is arranged with chairs facing the projection screen. Furniture may be rearranged, but must be returned to the original arrangement at the end of the meeting. Any variation in these arrangements will be the responsibility of the user. No items shall be taped or tacked to walls, doors, windows, or any other surface. A display easel and/or podium are available by request. Furniture and/or equipment from other areas of the Library may not be brought into the meeting rooms without prior approval from the Library Director. Personal furniture and/or equipment and/or displays may be provided by a group with prior approval. All room set up and clean up must be accomplished within the time period for which the room is rented.
Additional Rules and Regulations

The following rules and regulations apply to all groups using the meeting rooms:

(a) No organization other than an organization affiliated with the Library shall use the Library as its official address.
(b) Storage of goods by organizations using the public meeting rooms will not be permitted without prior approval.
(c) Attendance at a meeting may not exceed the maximum number of people established by the Maryville Fire Department as the occupancy limit for the room. These limits are: Dorothy Herron Meeting Room A 50; Sharon Lawson Meeting Room 120; Board Room 18.
(d) Any use of the meeting rooms which disrupts the normal operations of the Library, such as those uses that produce excessive noise, will not be permitted. Live or recorded music is permitted only with prior approval. The Library reserves the right to terminate any disruptive activity.
(e) Use of tobacco is not permitted anywhere in the Library.
(f) Alcoholic beverages may not be served or consumed.
(g) Groups whose members are under the age of eighteen must be accompanied by one adult chaperon for each fifteen participants.
(h) Weapons and hazardous materials including, but not limited to, paints, solvent, explosives, and lighted candles are prohibited.
(i) Groups using the facilities must comply with the Americans With Disabilities Act, as appropriate.
(j) All exits must remain unblocked at all times. Open aisles must be maintained within the seating arrangement to provide clear access to exits.
(k) Public entrances are to be used for entrance to and exit from the building and for all deliveries.

Damages and Liability

The Library is not responsible for the loss of or damage to any equipment or materials owned or rented by an individual, group or organization using its meeting rooms. Any individual, group, or organization using the meeting rooms shall be held responsible for willful or accidental damage to the Library building, grounds, collections or equipment caused by the group or organization, its members or those attending its program.

The Library Board and staff do not assume any liability for groups or individuals attending a meeting at the Library. Any individual or group holding a meeting in the Library must release, indemnify, and hold harmless the Blount County Public Library Board, Blount County, the City of Maryville, and the City of Alcoa, their officers, agents, and employees from any and all claims for injuries, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with the meeting.

The County’s Risk Management Department requests, when possible, proof of liability insurance with an ACORD form, listing Blount County Public Library as “additional insured” under the description of operations/locations/Blount County Public Library as “additional insured” under the description of operations/locations/vehicles/special items.

Denial of Meeting Room Privileges

Failure to abide by the Library’s meeting room policies and rules of conduct or failure to pay the appropriate charges in a timely manner may result in the cancellation of current reservations, or refusal of future reservations.
Exceptions

Exceptions to the meeting room policy and waivers of fees must be approved by the Library Board. However, the Library Director is granted the power to waive these policies and fees, provided such waivers are reported to the Library Board at its next regularly scheduled meeting.

FEES FOR THE USE OF PUBLIC MEETING ROOMS

Fee Policy

Fees are charged with the intention of covering the Library’s maintenance and overhead costs. Meeting room fees will be reviewed regularly by the Library Board. The following fees are currently charged for the use of the public meeting rooms:

Base Fees

<table>
<thead>
<tr>
<th></th>
<th>Dorothy Herron Room A</th>
<th>Sharon Lawson Room</th>
<th>Board Room</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8 tables</td>
<td>100-120 chairs</td>
<td>18 chairs</td>
</tr>
<tr>
<td>Individual or Business Price</td>
<td>$35/hr</td>
<td>$45/hr</td>
<td>$55/hr</td>
</tr>
<tr>
<td>Non-Profit Price</td>
<td>$20/hr</td>
<td>$30/hr</td>
<td>$30/hr</td>
</tr>
<tr>
<td>Projection Screen</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>InFocus Smart board</td>
<td>No</td>
<td>No</td>
<td>$50/meeting</td>
</tr>
<tr>
<td>Podium</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>LCD Projector</td>
<td>Included</td>
<td>Included</td>
<td>Not available</td>
</tr>
</tbody>
</table>

Food Service

If food is to be served in the meeting rooms, there will be an additional charge of $10.00.
Clean-up and Repairs

If necessitated, cleanup charges at $25.00 per hour or part thereof and the actual cost of repairs necessitated by misuse of Library property, plus all costs of collection, will be billed to the user. Should there be any damage to equipment a bill for the cost of repair will be sent to the renting party.

Cancellations

If the Library is closed in case of unusual circumstances, such as inclement weather, mechanical failures or widespread illness, meetings may be rescheduled at no additional cost. Information about such closings can be obtained by calling the Library’s main number (982-0981) and listening to the recorded message. In general, the Library will close any time the Maryville City Schools close due to inclement weather; that information is available on local news channels. Should all three school systems close at the same time due to widespread illness, the Library will close as well, and that announcement will be shared with local news outlets as well as through the Library’s phone system. The Library should be notified of any cancelled meetings as soon as possible. With a notice of more than three days, all fees may be refunded.

STUDY ROOMS

The Library has three study rooms, seating 6 – 8 persons, for use by the public at no charge. These rooms may be reserved up to one month in advance for up to four hours on a first-come first-served basis. A sign-up sheet is maintained at the Reference Desk. No music is permitted. Any use of the study rooms must not disrupt the normal operations of the Library. The Library reserves the right to terminate any disruptive use.

* A non-profit organization is one engaged in civic, educational, cultural, intellectual, literary, scientific, religious, political, or charitable activities in Blount County.

Meeting Room Policy
Consisting of five (5) pages

Adopted 09/18/2012_______

Amended 8/18/15 ___________

Signed _____________________

Blount County does not discriminate based on race, color or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d).