



Cleveland Bradley County Public Library

Meeting Room Policy

The Cleveland Bradley County Public Library is operated by the City and County government.

Meeting room space is primarily for library affiliated groups and nonprofit organizations and is provided and available on a *first come, first served* basis with no room charge. *Donations are always appreciated.* Meeting space may be available for smaller for-profit organizations, with a fee. *Priority is given to library sponsored events.* Prior to its first meeting, an application must be completed by any group requesting to use the facility. The application is available online at www.clevelandlibrary.org. For more information, call the Library's administrative office at (423) 472-2163 extension 110.

Fees: A nominal fee is charged for the use of audio visual equipment. (A group may bring its own AudioVisual equipment if it so chooses.) Also, special room set-up is available in the Community Room for a fee. A fee schedule is attached. *All fees must be paid prior to the set meeting date.*

Again, providing meeting room space for library sponsored events will take first priority with meeting space. The following guidelines and policies are an attempt to provide fair access to the meeting room space for non-profit groups. Permission to use library facilities does not constitute an endorsement of or agreement with a group's purpose, activities or views. The Director and the Board of Director's maintain the right to refuse any group from using the facility.

- Room available to the public: Cleveland Bradley Community Room, seating up to 90; the Flex Space Meeting Room, seating up to 20; the Hiwassee Room, seating up to 6; and the History Branch parlor, seating up to 10. Wi-Fi access is available for those scheduled to use rooms.
- Groups are responsible for their own room setup. If furniture is moved, please return to the original configuration.
- If the Hiwassee Room is not scheduled, it is available for "walk-ins" on a first-come, first-served basis. *An application must still be completed before use.* An application can be picked-up at the Non-Fiction Service Desk or can be completed online.

- Permanent reservations are not accepted (e.g. for the third Tuesday of every month) except for library-affiliated organizations. Non-library groups cannot schedule more than four months in advance.
- All meeting room space is available during regular library operating hours and must be vacated fifteen minutes prior to library closing.
- No private birthday parties, receptions, or private events are permitted.
- Food and non-alcoholic drinks (clear color preferred) can only be served in the Cleveland Bradley County Community Room and the Carmichael Room. If drinks are being served to children, no open drink containers should be used. **CLEAN UP IS REQUIRED.** Failure to do so will result in loss of access to meeting room use. Or, charges may be incurred for any damages incurred to the facility or for failure to clean-up the room.
- No dirty dishes or containers are to be left in the kitchen or tabled areas.
- Each group is responsible for its own clean-up supplies such as dish soap or paper towels.
- If the room is used for crafts, please use materials/supplies that will not stain carpet or upholstery.
- No tobacco use of any kind is permitted on premises. No alcohol use of any kind is permitted on premises.
- All personal property will be expected to be removed from the room after the meeting.
- No items shall be taped or tacked to walls.
- Meetings with the chief purpose of the displaying of items for the promotion of items or services for sale will not be permitted. Selling or advertising products or services of any kind is not permitted. Personal business ventures are not allowed without prior consent of the Library Director.
- Except for library-affiliated functions, no admission may be charged to the public attending such as classes, etc.
- Groups can bring in their own AV equipment or have the option to use the library's equipment for a fee.
- A library representative must be allowed to enter the room at any time as deemed necessary.
- Failure to abide by the rules may result in future denial of the group for future meetings. A fee for damages or failure to leave a meeting room in its original condition will be assessed.

EQUIPMENT AND FEES FOR THE USE OF PUBLIC MEETING ROOMS

Cleveland Bradley Community Room	Flex Space Meeting Room	Hiwassee Room	History Branch Parlor
Seats 90	Seats 20	Seats 6	Seats 10
For non-profits (no fee)	For non-profits (no fee)	For non-profits (no fee)	For nonprofits and for-profits (no fee)
<i>Equipment available:</i> Projection Screen Sound System Podium DVD LED Projector	<i>Equipment available:</i> Podium DVD Large Screen TV	<i>Equipment available:</i> None	<i>Equipment available:</i> None

- **Set-Up Charge:** There will be a **\$25** set-up charge for any non-library affiliated group wishing a special configuration of the Cleveland Bradley Community Room. If the group wishes to set-up themselves, this fee will not be charged. All furniture in meeting spaces should be left as shown in the standard configuration diagram.
- **Food Service:** There is no additional fee if food and drink is to be served in the meeting rooms. However, charges may be incurred for any damages incurred to the facility or for failure to clean-up the room.
- **Cancellations:** If the Library is closed in case of inclement weather or any other unusual circumstance, a meeting may be rescheduled. The Library should be notified of any canceled meetings as soon as possible.

Cleveland Bradley Community Room: (no equipment charges) <ul style="list-style-type: none"> <input type="checkbox"/> Wireless handheld microphone <input type="checkbox"/> Wireless lapel microphone <input type="checkbox"/> Ceiling mounted LED projector <input type="checkbox"/> DVD Player 	Flex Space Meeting Room: (no equipment charges) <ul style="list-style-type: none"> <input type="checkbox"/> 65" TV <input type="checkbox"/> DVD player <input type="checkbox"/> Projector Screen (Small) 	Furniture Available: Cleveland Bradley Community Room: 6 ft. rectangle tables (16 available) x _____ 60 "round tables (8 available) x _____
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I accept that I will be responsible for any damages to furniture or equipment while it is under my custody. In the event of equipment malfunction, I will notify Library personnel. However, I understand that the library does not have media staff to instruct in the correct use of equipment. Instruction sheets have been provided to assist in proper hookups. I understand the alternative hookup arrangements may not yield proper results and may damage the equipment for which I will be held responsible.

LIBRARY MEETING ROOM APPLICATION

Organization name _____

Mailing address _____

City _____ State _____ Zip code _____

Contact Person _____

Phone _____ E-mail _____

Alternative contact _____

Phone _____ E-mail _____

Meeting topic _____

Expected number of attendees _____ Will food and/or beverage be served yes no

Single use: Meeting date _____ Start time* _____ End time* _____

Multiple uses: Meeting date(s) _____ Start time* _____ End time* _____

** Meetings may be scheduled during the library's open hours only. Meetings must adjourn at least 15 minutes before the library's scheduled closing time.*

Room Requested:

Cleveland Bradley Community Room (90 seats; Standard Arrangement: Speaker/Audience setup; room has 8 rectangle and 8 round tables)

Carmichael Conference Room (22 seats; Arrangement: Conference table setup)

Hiwassee Room (6 seats; Arrangement: Small conference table setup)

History Branch Parlor (10 seats; Arrangement: Small conference table setup)

As an authorized adult representative of the above organization, I hereby apply for the use of the meeting room as indicated above. I have read the policies and rules governing the use of the meeting room facilities and agree that they will be carefully observed. If a meeting is cancelled, I agree to notify the library as far in advance as possible.

Signed _____ Date _____

Location _____

Please note: Meeting room reservations are not confirmed until this completed form has been reviewed and approved by designated library personnel (Administrative Assistant or Library Director).

Appeal process: Groups or individuals who are denied use of a library meeting room may appeal in writing to the Library Director.

Mailing address: **Cleveland Bradley County Public Library, ATTN: Becky Henderson, 795 Church Street NE, Cleveland, TN**

37311 E-mail address: director@clevelandlibrary.org or bhenderson@clevelandlibrary.org

FOR LIBRARY USE ONLY Application approved Application denied

Reason for denial:

Signed _____ Title _____

Date _____ Fees Due _____ Paid