

Meeting Space Usage Agreement

General Policy:

The meeting rooms of Rutherford County Library System branches are available only to local, non-profit organizations, governmental agencies or other groups and individuals whose purpose falls within the system's current strategic plan.

All activities shall be subject to the approval of the Library Board or as directed. The Library reserves the right to withdraw permission for meeting room use when conditions warrant such action.

Meetings must be free and open to the public unless otherwise authorized by the Library Director (or Branch Librarian).

Use of the meeting room does not constitute endorsement of the program by the Library Board or the Library.

1. Requests for use of library meeting rooms must be made by completing the *Branch Meeting Room Use Application* online form. If approved, written confirmation will be returned to the individual who has completed the application. All reservations must be made at least seven days in advance.
2. Priority of scheduling will be given to library-sponsored events. If it is necessary to reschedule a meeting to accommodate a library function, then organizations will be given as much notice as possible.
3. All non-library-sponsored events will be scheduled on a first come, first served basis and will not be allowed to meet more than one time per month.
4. Rooms may not be used for birthday and anniversary parties, weddings, funerals or other personal events.
5. Food and drinks may be allowed at meetings, but any refreshments must be provided by group members, and the group is responsible for cleaning up afterwards.
6. The group is responsible to restore the room to proper order at the close of the meeting.
7. For evening meetings, all rooms must be vacated 30 minutes prior to scheduled time of closing. Meeting rooms are not available to the public when buildings are closed.
8. If the meeting or activity needs to be cancelled, groups should contact the library at their earliest convenience. Repeated no-shows or cancellations within three (3) months of booked dates also may result in loss of meeting room privileges.
9. Upon request with prior notice, library staff may assist with existing library AV / technology set up.
10. The organization or responsible individual will be held financially responsible for any damage incurred.
11. Program or meeting publicity such as posters, press releases or other material may not imply these events are sponsored, cosponsored or approved by Rutherford County Library System.
12. Groups using the meeting rooms must abide by all library policies including but not limited to the RCLS Rules of Conduct.
13. Should the library close due to an emergency or inclement weather, all meetings will be cancelled.
14. Library sponsored or co-sponsored events may be exempt from some of the above regulations at the discretion of library administration.