

Sevier County Public Library System

Meeting Room and After Hours Use Policy

The Sevier County Public Library System provides community-meeting rooms for the instructional, recreational, and research needs of the Library and the Sevier County community. Groups and organizations may use meeting rooms when they are not needed for activities sponsored by the Library. Use of Library facilities by groups and organizations not affiliated with the Library or its official support organizations is restricted to the community meeting rooms including the Burchfield Conference Room, Bridgemont Room, Classroom, Wade Conference Room, History Meeting Room, and Seymour Branch Conference Room. No group may use the meeting rooms in a way that would be disruptive. Permission to use the meeting rooms does not imply Library endorsement of the goals, policies, or activities of any group or organization. The Library reserves the right to revoke permission previously granted if deemed necessary.

Information regarding the policy for use of meeting rooms will be available to the public. This policy does not guarantee the applicant the facility or the time requested.

Permission to use the Library's meeting rooms may be granted to Sevier County based civic, cultural, educational organizations or businesses, or to locally-operating government agencies, departments or commissions. To qualify as a Sevier County based group, organization or business, the group leader or applicant must submit proof of address or photo identification card at the time of application. Organizations not located in Sevier County must submit proof of regular operation or programs within Sevier County such as sample brochures, newsletters, or web site printouts.

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.

Applications for use of the meeting rooms will be made available on the Library's web site and at the Library information desk, and will be approved by the Library Director or an authorized representative according to the following priorities:

*Library sponsored or related meetings, programs, etc.,

*Government agency sponsored programs serving the Sevier County community, Non-profit public and/or social service organizations located in or operating on a regular basis in Sevier County,

*Sevier County-based for-profit entities offering a free, open-to-the-public event (e.g. job fair, training event, educational series).

The SCPLS System Director or an authorized representative, e.g. SCPLS administration or Building Manager, has authority to approve use of Library buildings or grounds based on application.

Meeting room use is issued for specific hours and dates. When the authorized function is over, program organizers are responsible for vacating the facilities. The specific hours must include set-up and clean up time and must be adhered to out of courtesy to all meeting room users. There is no charge for room use. An authorized representative of the organization should submit the request in advance on an official application form. Applications are taken on a first come, first served basis. Please note that we require reservations in advance and will reserve your meeting room time for up to one year. Renewal applications should be submitted at the beginning of the 12th month for the use period for consideration, but prior use of meeting rooms does not entitle applicants to future use. Failure to submit an application on time, to renew your group's room use, may result in unavailability of that space due to other applicants granted use.

*All meeting rooms may be used during the Library's open hours with the exception of the After Hours Meeting space, which consists of the Burchfield Conference Room, Bridgemont Room, the Classroom, and Seymour Branch Conference Room. Fifteen minutes before closing all other meeting room should be cleared, with all furniture replaced as required.

*Applications for use of Library facilities for meetings shall be approved only on condition that meetings are open to the public unless they are for Library training purposes. The Library reserves the right of library staff to monitor any meetings held in its facilities. A list of all meetings booked may be posted in a public area in the Library and on the Library's web site.

-Fees: No groups using the community meeting rooms may charge a fee or ask for donations. The facilities will not be available for fund-raising events, except when the objective is related directly to the improvement of the Library. The SCPLS System Director may approve the use of meeting rooms when an accredited public educational institution or professional organization must charge tuition for specific Library-related training courses.

-Sales: No items or services may be sold or advertised, except for Library sponsored programs in which titles by a featured speaker/performer may be offered for sale by the speaker/performer or by the Friends of the Sevier County Public Library System, the Foundation for the Sevier County Public Library System or a book-seller acting on behalf of either of those organizations. The speaker/performer must notify the Library when planning to offer titles for sale. In all cases, the speaker/performer or his/her representative collects payment, not library

staff. The exception is made because many of these works are published by small presses or are locally produced and it is a service to library patrons to make them available.

-Smoking: Smoking or burning of items (incense, candles, etc.) is prohibited. In compliance with Section 13119 of the Health and Safety Code all decorations must be flame proof.

The individual responsible for the meeting room reservation must notify the Library of meeting cancellations. Event scheduling changes require completion of a new application. Failure to do so may result in loss of meeting room privileges.

Meeting room use may be revoked by the Library whenever the use of Library facilities and equipment interferes with regular Library use, whenever guidelines and policies have been violated, and/or whenever a reallocation of authorized hours is necessary to provide equitable access by all applicants for space.

Care and Use of Facilities

*Please sign in for the group in the Meeting Room Sign Up Binder. Be sure to include the name of the group, the date of room use and the number of people attending. This is important for documenting use and demonstrating need of the facilities to our stakeholders.

*Please return the meeting room to the set configuration. A layout of the room can be found in the meeting room sign up binder. If tables and chairs are borrowed from another room, please return them and place them back where they were found. Groups are responsible for setting up the meeting room for their own use and must leave the room in the same condition in which it was found, including the placement of chairs and tables. Turn off all lights and appliances when finished.

*Furniture and/or equipment may be provided with prior approval. Arrangements for use of any personal furniture or equipment should be made at scheduling time. In order to ensure easy removal of equipment after the meeting, the building manager should be notified when the equipment is brought into the building.

*Equipment, supplies, or personal effects cannot be stored or left in library meeting rooms unless prior arrangements have been made with the building manager. These arrangements should be clearly written out on the meeting room reservation form.

*Meeting room community door entrances should be used to enter and leave the building. In the King Family Library, the meeting room entrance is outside the building on the side adjacent to the Sevierville Intermediate School. Catering and equipment loading may be done through the loading dock located at the back of the building – provided the meeting begins during the operating hours of the library. For after hour's meetings all entry should be through the side

doors to avoid alarm activation. The Seymour Branch has a meeting room entrance on the south side of the building. Meeting attendees at the Kodak Branch use the front door.

*Attendance at meetings will be limited to the capacity of the individual meeting rooms as listed in the Meeting Room Application due to fire codes and regulations. Seating and/or supplementary furniture are not allowed in corridors outside the meeting rooms.

*All trash resulting from the serving of refreshments must be removed by the organization. Each group using Library property is responsible for the condition of the room and must remove after use of the facility, any equipment, materials, utensils, excess refuse, and other items belonging to the organization. Damage to Library property will be paid for by the organization booking the room. Wash all dishes and kitchen utensils and replace where found. The King Family Library and the Seymour Branch have dishwashers. Soap and cleaning supplies are located under the sink. Please wipe all surfaces where food was prepared or eaten including tabletops and counters.

*Groups using the meeting rooms must provide their own coffee, cups, sugar, cream and refreshments.

*The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the meeting rooms. Permission to use library meeting rooms may be withheld from groups failing to comply with SCPLS meeting room policy and from any group that damages the room, carpet, equipment, furniture, or causes a disturbance.

* If you are planning to have food catered for your meeting in the King Family Library or in the Seymour Branch Library, please meet the caterers outside the meeting room(s) entrance and escort them to the assigned meeting room and catering kitchen. If you are using the Kodak Branch Library, please inform the building manager about your arrangements in advance. Library staff working at the public desks must remain on desk to assist patrons and cannot leave the floor to which they are assigned.

*Library personnel are not available to assist any group; rearrange the seating; carry supplies to and from the meeting room; or to operate equipment. Groups using library meeting rooms must provide their own personnel for the performance of any of these tasks.

*A meeting that would interfere with normal library activities and work because of noise or other factors will not be permitted.

*Publicity is the responsibility of the group reserving the meeting space. The sponsoring group must be identified on all publicity displayed or published. Publicity may not carry SCPLS facility telephone numbers.

*We advise that if you are using the King Family Library meeting rooms, you arrange for help setting up and breaking down the tables and chairs; don't forget to build time into your application to set up and break down.

*Failure to observe these guidelines and policies will result in a denial of meeting room use.

After Hours Meeting Guidelines for King Family Library

The Library System provides three spaces on the first floor for after hour's meetings, Monday-Saturday, including the Burchfield Conference Room, Bridgemont Room, and the Classroom.

*These rooms are the only spaces available for after hours meetings, all other areas of the library facility are locked and will alarm if motion is sensed, i.e. door opens, there is movement of any kind in the alarmed areas.

*Your group must be in the building and in the meeting room before closing in order to utilize the afterhours meeting opportunity. All meetings must be concluded and all attendees out of the building by 9:30 p.m. each day, as alarms will be automatically set to activate in the meeting room spaces, within a few minutes of this time.

*After closing all entry and exit must be through the side community doors of the library near the Sevierville Intermediate School. Absolutely no exit or entry can take place through foyer doors unless there is an urgent emergency that necessitates quick evacuation and other exits are impeded.

*If your group members exit through the foyer doors to the main library after closing, the motion will set off the alarm system and the police will be automatically summoned to the facility. If your group sets off the alarm and it is not an urgent emergency, your group will be assessed and responsible for paying a \$100.00 fee. Failure to pay fee if incurred will result in loss of Library System Meeting room use.

*All other guidelines for meetings are applicable for after hour's meetings and failure to comply could result in loss of meeting privileges for your group.

This policy regarding the use of Library grounds, buildings, and equipment for meetings and other events will be reviewed and updated every three years by the Board of Library Trustees.

Please don't hesitate to contact us if you have any questions. The library director may be reached by calling 865-453-3532.

Please complete the application below and fax it to the library facility in which you are requesting meeting space. Fax numbers are King Family Library 865-365-1665, Seymour Branch (865) 579- 5288, and Kodak Branch 865-933-5888. The addresses for the Sevier County Public Library System buildings are listed below.

The King Family Library (Main)

Hours of Operation

Mon, Tues, Wed 9 AM – 8 PM

Thurs 10 AM – 8 PM

Fri 9 AM – 6 PM

Sat 9 AM-5 PM

408 High Street

Sevierville, TN 37862

Contact

Hope Dillard

865-365-1418

Seymour Branch Library

Hours of Operation

Mon, Tues, Fri 10 AM – 6 PM

Wed 10 AM – 5 PM

Thurs 10 AM – 7 PM

Closed Sat

137 W. Macon Lane

Seymour, TN 37865

Contact

David Phillips

865-573-0728

Kodak Branch Library

Hours of Operation

Mon, Thurs, Fri 10 AM – 6 PM

Wed 10 AM – 5 PM

Tues 10 AM – 7 PM

Closed Sat

319 West Dumplin Valley

Kodak, TN 37764

Contact

Cee McKnight

865-933-0078

Library Meeting Room Application

Please fill out this information completely and accurately. Once a form is on file with the building manager, a new form will not be needed unless the authorized representative or contact information changes. After a form is on file, any new meeting date requests may be requested through phone or email. On-going meeting room requests expire annually (one calendar year from date of 1st meeting). It is the responsibility of the group to renew their meeting room reservation by contacting the building manager. If there any changes to any information, please notify the building manager as soon as possible.

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

o Single use
Meeting date _____ Start time _____ End time _____

o Multiple uses (example: 1st Thursday of each month)
Meeting dates _____

Start time _____ End time _____

Purpose of meeting _____ Expected number of attendees _____
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 Sevier County, 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 Sevier County Public Library System facilities or equipment.

Applicant shall be responsible for any damages, including replacement costs and staff time, sustained by the Sevier County Public Library meeting rooms, 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 Sevier County based civic, cultural, educational organization or business, or a locally-operating government agency, department or commission. Applicant agrees to provide documentation of its Sevier County-based status as set forth in the Meeting Room Policy.

I certify that I am authorized to sign this Application on behalf of the Applicant. I have read and understand the Meeting Room Policy and the above Conditions of 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 Meeting Room Not Available

Signature of Library Representative _____ Date _____