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 Room, Bridgemont Room, Classroom, Wade Conference Room, History Meeting Room, Capital Conference Room, Makerspace Study Rooms (these are first come, first served, not scheduled), the Seymour Branch Conference Room and the two Kodak Branch meeting rooms. 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, based on race, creed, color, religion, political affiliation, gender, sexual orientation, national origin, or disability, or in employment on any basis prohibited by Tennessee law.

Applications for use of the meeting rooms will be made available on the Library's website and at the Library circulation 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 regularly 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 except for the After Hours Meeting spaces at KFL, which consist of the Burchfield Room, Bridgemont Room, the Classroom, Seymour Branch meeting room, and Kodak's two meeting rooms. Fifteen minutes before closing, all other meeting rooms 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 from the public. Groups that charge dues or collect program supplies donations may do so only within the members of their group. The facilities will not be available for fundraising 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 bookseller 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.

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 check in for your group at the circulation desk. Be sure to include the group name and the number of people attending. This is important for documenting use and demonstrating need of the facilities to our stakeholders. Please see note under pavilion guidelines for providing attendance numbers for that space.

*Please return the meeting room to the set configuration. Do not take tables or chairs from other rooms at any time. 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. Close the door to your meeting room.

*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 or library administration 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 or library administration. 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 during after-hours meetings to avoid alarm activation. 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 library operating hours. The Seymour Branch has a meeting room entrance on the south side of the building. The Kodak Branch has a meeting room entrance on the front right side of the building.

*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. All of our libraries 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 any of our libraries, please meet the caterers outside the meeting room(s) entrance and escort them to the assigned meeting room and catering kitchen. Library staff working at the public desks must remain at their 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, photos, or logos, and must say 'This meeting is not a program of the Sevier County Public Library System.'

*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.

*Kodak Branch Pavilion Guidelines-the pavilion may be scheduled by groups and individuals as per our same guidelines for any group/individual scheduling a meeting inside our libraries in our meeting rooms. Reserving the pavilion will give you access to the pavilion kitchen, restroom, and grill. The care and use of these facilities will fall under the guidelines listed above in their entirety as to cleanliness, damages, etc. After hours use guidelines, as listed below would also be applicable to a scheduled reservation use of the pavilion. If you will be using the pavilion on the weekend then please give the attendance for your group when you reserve the space.

Special notes:

-The keys to the pavilion will need to be picked up on the day of your scheduled use or the last day the library is open before your scheduled use.
-Do not move tables around in the pavilion.
-Use of the grill must take place out from under the pavilion roof, on part of the concrete pad, and not in the grass, as far away from the building itself as possible.

-When finished using the grill, it must be cleaned thoroughly, removing any stuck/cooked on food on the grates, and the grease collecting dispenser must be emptied, washed, dried, and put back in place for the next user.

-The grill must be rolled carefully out of and back into the kitchen, and it must be cool to the touch before it can be put back in the kitchen after use.

-There are no utensils or other kitchen tools supplied for use in the kitchen or for the grill. You will need to bring your supplies with you and take them with you when you go. You are welcome to use the ice from the ice maker in the pavilion kitchen.

-Two rolls of toilet paper are provided in the restroom in a locked dispenser. If you think your event will need more, you'll need to bring that with you. Damage to the dispenser in an effort to remove those rolls and take them will result in your being charged for that damage and restriction from use of the pavilion in the future.
-The bathrooms should be neat and tidy.
-All trash should be taken with you when you go and all personal belongings should be taken with you when you leave.
-The pavilion kitchen and bathroom doors must be locked and the keys returned to the library

immediately after use in the bag provided that can be dropped in the night drop box if the library is closed after your scheduled use.
-For informal use of the pavilion, that doesn't include kitchen and bathroom access, please see the guidelines listed below under **Outdoor Space Use Guidelines**.

After Hours Meeting Guidelines for SCPLS Libraries

The Library System provides three spaces on the first floor for after-hour's meetings at King Family Library, Monday-Saturday, including the Burchfield Room, Bridgemont Room, and the Classroom. At Seymour, there is one meeting room, and at Kodak, there are two meeting rooms, all accessible after hours.

*At King Family Library, these rooms are the only spaces available for after-hours meetings and provide access to the catering kitchen and a bathroom. All other areas of the library facility are locked and will alarm if motion is sensed, i.e., door opens or there is movement of any kind in the alarmed areas. At Seymour and Kodak, those meeting rooms are locked off from the main library, leaving access to the restrooms and kitchen, and any breach of that locked door would result in an alarm being triggered.

*At King Family Library, your group must be in the building and in the meeting room before closing to utilize the after-hours 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. At Seymour and Kodak, you must pick up a scan card to scan into the meeting room side of the building via the scan pad located near those outside access doors. You may scan and enter in time for your meeting and exit after your meeting, which must be concluded by 9:30 p.m., as alarms will automatically set to activate in the meeting room spaces, within a few minutes of this time. See pavilion guidelines above for how to access those spaces.

*After closing at the King Family Library, 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.

*At King Family Library, 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.

Outdoor Spaces Use Guidelines

The SCPLS facilities each have an outdoor space for use by the public. These spaces include:

The King Family Library has a pergola in our green space behind the library building that has one round picnic table with attached benches. Use of this space is first come/first served and is not reserved for use. There is no access to a kitchen or restroom. All users should dispose of trash and take personal belongings with them with they when you finish utilizing this outdoor space.

The Seymour Branch Library has a gazebo with two benches inside for seating, as well as an adjacent brick patio, on the left end side of the library in our green space. Use of this space is first come/first served and is not reserved for use. There is no access to a kitchen or restroom. All users should dispose of trash and take personal belongings when you finish utilizing this outdoor space.

The Kodak Branch Library has a pavilion equipped with a kitchen, restroom, grill, and 4 rectangular tables with attached benches. To use the pavilion informally without access to the kitchen, bathroom, and other amenities, it is first come/first served and is not reserved for use in this capacity. All users should dispose of trash and take personal belongings when they finish utilizing this outdoor space. To have access to the kitchen and bathroom for more formally scheduled events, a reservation will be required, as is for the use of indoor meeting rooms. Please see above under **Care and Use of Facilities** for guidelines for formal scheduled use of the pavilion, providing access to the kitchen, restroom, and other amenities.

This policy regarding the use of Library grounds, buildings, and equipment for meetings and other events will be reviewed and updated yearly 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, Williams Family Seymour Branch (865) 579- 5288, and Gilreath Family Kodak Branch 865-933-5888. The addresses and hours of operation for the Sevier County Public Library System buildings are listed below.

The King Family Library **Sevierville Main Branch**	**The Williams Family** **Seymour Branch**	**The Gilreath Family** **Kodak Branch**
Hours of Operation	**Hours of Operation**	**Hours of Operation**
Mon, Tues, Wed 9 AM – 8 PM	**Mon, Tues, Fri 10 AM – 6 PM**	**Mon, Thurs, Fri 10 AM – 6 PM**
Thurs 10 AM – 8 PM	**Wed 10 AM – 5 PM**	**Wed 10 AM – 5 PM**
Fri 9 AM – 6 PM	**Thurs 10 AM – 7 PM**	**Tues 10 AM – 7 PM**
Sat 9 AM-5 PM	**Closed Sat**	**Closed Sat**
408 High Street	**137 W. Macon Lane**	**454 Kodak Road**
Sevierville, TN 37862	**Seymour, TN 37865**	**Kodak, TN 37764**
Contact	**Contact**	**Contact**
Library Administration **865-453-3532 or**	**Library Administration** **865-453-3532 or**	**Library Administration** **865-453-3532 or**
Building Manager **865-453-3532**	**Building Manager** **865-573-0728**	**Building Manager** **865-933-0078**

Approved October 2026

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 are 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_____

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, 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 _____