



## Meeting Room Policy

The Cleveland Bradley County Public Library is operated by the City and County government. Providing meeting room space for library sponsored events will take first priority with meeting space. The following guidelines and policy are an attempt to provide fair access to the meeting room space for both 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 Carmichael Conference Room, seating up to 22, the Hiwassee Room, seating up to 6. Wi-Fi access is available for those scheduled to use rooms.
- 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-serve basis.
- Meeting room space is available without charge to non-profit groups, except for use of certain AV equipment and for special room set-up (Cleveland Bradley Community Room). *Although meeting rooms are free, donations are appreciated!*
- If furniture is moved, please return room to the original configuration.
- Scheduling must be done in advance by calling the Library office (472-2163, x.110) and arrange a date and time. **An application must be completed by any group needing to use the facility and must be completed prior to the 1<sup>st</sup> meeting.**
- Permanent scheduling is not accepted (i.e. 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.
- Food and drink can only be served in the Cleveland Bradley Community Room and the Carmichael Conference Room

- If there is going to be an event that involves food and drink in meeting rooms, a \$50.00 deposit will be due upon scheduling. The group will be responsible for any damages incurred to the facility as well as for clean-up of the room. In the event of failure to leave the facility clean or there is damage to the facility, the deposit will not be refunded. If there is damage to the room above \$50, the balance will be billed to the group/individual. The deposit will be returned upon a successful inspection.
- All associated fees (if any) must be paid prior to the 1<sup>st</sup> scheduled meeting.
- A library representative must be allowed to enter the room at any time as deemed necessary.
- If drinks are being served to children, no open drink containers should be used.
- If the room is used for crafts, please use materials/supplies that will not stain carpet or upholstery.
- Light refreshments may be served. Each group is responsible for its own supplies such as dish soap or paper towels.
- Cleanup is expected after facility is used. No dirty dishes or containers are to be left in kitchen or tabled areas.
- All personal property will be expected to be removed from the room after the meeting.
- No items shall be taped or tacked to walls.
- No tobacco use of any kind is permitted on premises. No alcohol use of any kind is permitted on premises.
- Meetings with the chief purpose of the displaying of items for the promotion of items or services for sale will not be permitted. No selling advertising or selling of products or services of any kind will be allowed without prior consent of the Library Director.
- No private parties, private events, or personal business ventures will be allowed.
- 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.
- Groups must bring their own tablecloths or rent them.
- A list of possible additional fees is attached.
- Failure to abide by the rules may result in future denial of the group for future meetings.

## FEES FOR THE USE OF PUBLIC MEETING ROOMS

1. **Fee Policy:** Fees are charged with the intention of covering the Library's maintenance and overhead costs.

**2. Basic Fees:**

	Cleveland Bradley Community Room	Carmichael Conference Room	Hiwassee Room
Non-Profit	No Fee (see 3 & 4)	No Fee (see 3 & 4)	No Fee (see 3 & 4)
Projection Screen	Yes	No	No
Sound System	Yes	No	No
Podium	Yes	No	No
DVD/VCR	Yes	Yes	No
LCD Projector	\$10/meeting	No	No
Large Screen TV	No	Yes	No

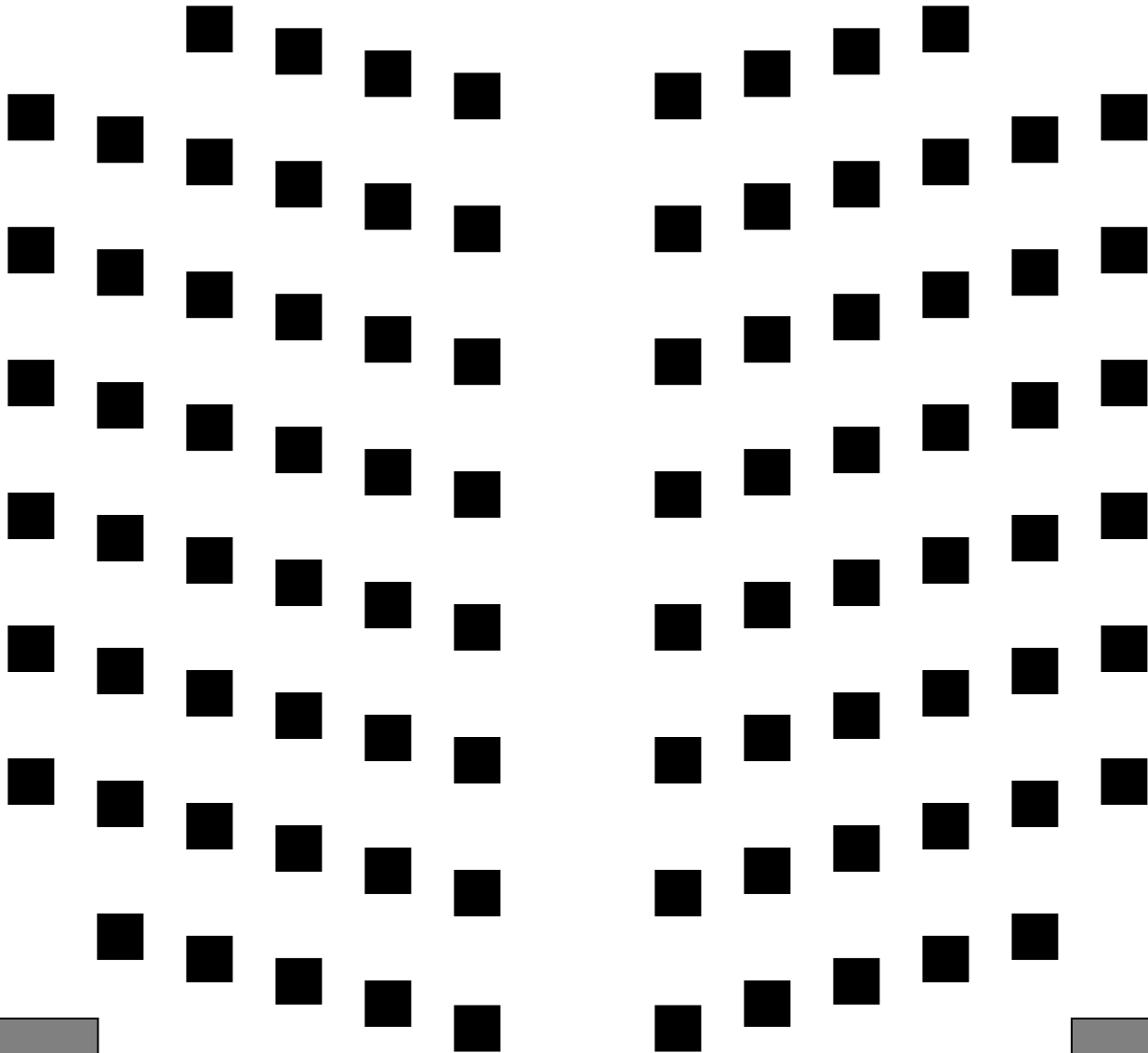
3. **Set-Up Charge:** There will be a **\$25** set-up charge for any non-exempt group wishing a special configuration of the Cleveland Bradley Community Room. If the group wishes to set-up themselves, this fee will not be charged. All furniture in meeting spaces should be left as shown in the standard configuration diagram.
4. **Food Service:** If food and drink is to be served in the meeting rooms, there will be an additional \$50 deposit.
5. **Cancellations:** If the Library is closed in case of inclement weather or any other unusual circumstance, meeting may be rescheduled. The Library should be notified of any cancelled meetings as soon as possible.
6. *Although meeting rooms are free, donations are appreciated!*

Table

Table

# Cleveland Bradley Community Room (Standard Setup-90 seats)

Front



Extra  
Tables

Extra  
Tables

Table

Table

# 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)

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, 795 Church Street NE, Cleveland, TN 37311  
E-mail address: [director@clevelandlibrary.org](mailto:director@clevelandlibrary.org)

**FOR LIBRARY USE ONLY**  Application approved  Application denied

Reason for denial:

Signed \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_ Fees Due \_\_\_\_\_  Paid

**FURNITURE & MEDIA EQUIPMENT AND PRICING**

Please check applicable equipment/furniture below:

**Equipment Available:**

Cleveland Bradley Community Room:

- Wireless handheld microphone N/C
- Wireless lapel microphone N/C
- Ceiling LCD projector \$10 per meeting
- DVD/VCR Combo N/C

Carmichael Conference Room:

- 50" TV N/C
- DVD/VCR Combo N/C
- Projector Screen (Small) N/C

**Furniture Available:**

Cleveland Bradley Community Room:

- 6 ft. rectangle tables (16 available) x \_\_\_\_\_
- 60 "round tables (8 available) x \_\_\_\_\_

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 sheet have been provided to assist in proper hookups. I understand the alternative hookup arrangements may not yield proper result s and may damage the equipment for which I will be held responsible.

Submitted by (Signature): \_\_\_\_\_ Print name: \_\_\_\_\_

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this completed form to: Cleveland Bradley County Public Library, Attn: Becky Henderson, 795 Church Street NE, Cleveland, TN 37311**