

Chattanooga Public Library  
Meeting Room Policy

### **Reserving Meeting Rooms**

The meeting rooms at all locations of the Chattanooga Public Library may be used by nonprofit and for-profit organizations free of charge to those who have a Chattanooga Public Library card in good standing. The cardholder must be at least 18 years of age to reserve a meeting room. An adult (18 years or older) must be present during any use of the library meeting rooms.

The cardholder submitting the application accepts the Library's terms and conditions for the use of the meeting room and takes responsibility to see that all conditions of use are followed. The organization or responsible individual will be held financially responsible for any damage incurred. The Library reserves the right to deny future meeting room use based on reservation no-shows, documented disorderly use of the meeting room, or damage or mess left from use of the meeting room.

Groups reserving the meeting room in advance must consist of at least five individuals. For groups of less than five individuals, the Library will reserve a table in the public area. Maximum attendance is limited by the local fire marshal.

Entrance fees/admissions charges are prohibited. Meeting rooms may not be reserved for a single individual. The selling of any items is only allowed for events sponsored by the library, the Library Foundation, or the City.

The Library may publicly display the names of organizations. Organizations can schedule meetings up to six months in advance. Due to high demand, organizations may be limited to one reservation per month.

Final approval of meeting room applications will be made by Library Administration.

### **After Hours Meetings**

Meeting rooms at our Branch locations are not available after the library closes and all rooms must be vacated 30 minutes prior to the scheduled time of closing.

Meetings at the Main Library can be scheduled to end after the library closes, but must begin at least 30 minutes before the library closes. After-hours meetings must be scheduled at least two weeks in advance. The Library will provide security coverage for all after-hours meetings.

### **Fees and Payments**

Payment must be received no later than two weeks prior to the scheduled meeting.

Payment can be made by check, credit card, or cash.

Item	Description	Amount
AV/Technology	Rental of library projector, PA, and microphones	\$20
Room Setup	Library staff will set up the room	\$20
Afterhours	Security services, charged in 30 minute increments	\$12.50 per half hour
Coffee Service	72 oz thermos	\$10.00
Cleaning Fee	Failure to clean up the room and return it to the condition in which it was found may result in the assessment of a cleaning fee and/or loss of meeting room privileges	\$100

### **Use of Meeting Rooms**

The Library reserves the right to stop meetings that are disruptive to normal library operations.

The Library reserves the right to have staff attend meetings and other events in library meeting room facilities.

The Library reserves the right to cancel or change any meeting if circumstances at the Library so demand. If the Library must close due to emergency situations or inclement weather, all meetings scheduled during the closure will be canceled.

Notices posted in the library or submitted to the media announcing the meeting must first be approved by the Library. Program or meeting publicity, such as posters, press releases, or other material may not imply these events are sponsored, co-sponsored, or approved by Chattanooga Public Library.

Violations of this policy or the Library Code of Conduct or the failure to appear for a scheduled meeting without good cause may result in the cancellation of an organization's existing reservations and the rejection of future applications.

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

Approved by the Chattanooga Public Library Board of Directors on October 19, 2016  
Revised and approved by Chattanooga Public Library Board of Directors on June 21, 2022