

Chattanooga Public Library Meeting Room Policy

The meeting rooms at all locations of the Chattanooga Public Library may be used by non-profit and for-profit organizations free of charge to those who have a Chattanooga Public Library card in good standing. Final approval of meeting room applications will be made by Library Administration.

Entrance fees/admissions charges are prohibited. Meeting rooms may not be reserved for a single individual. No private parties may be held. Sales activities may not be carried on in any of the rooms or on library property, with the exception of activities which benefit the Chattanooga Public Library. Use of the meeting room does not constitute endorsement of the program by the Library Board or the Library.

A library card is required for all meeting room reservations. 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 Library may publicly display the names of organizations.

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 acceptance of Library terms and conditions (electronically or in person) assigns responsibility for loss or damages to the room and its contents to the card holder submitting the application. 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.

Organizations can schedule meetings up to four months in advance. Due to high demand, organizations may be limited to one reservation per month.

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. The Library will provide security coverage for all after-hours meetings. Organizations will be charged \$25.00 per hour for meetings scheduled after the library closes. Charges can be made in increments of no less than 30 minutes, at a rate of \$12.50 per half hour.

After-hours meetings must be scheduled at least two weeks in advance.

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

Payment can be made by check, credit card or cash. Payment is to be made at the time of application.

After-hours meetings must be scheduled to begin at least 30 minutes before the Library closes. There will be no charge for meeting times that occur prior to closing.

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 cancelled.

Notices posted in the library or submitted to the media announcing the meeting must first be approved by the Library.

Available equipment can be requested at the time of application, and applicant will be charged a fair market rate for the rental of the equipment.

At the time of the application a request can also be made for assistance from library staff with AV / technology set up. The Library cannot guarantee equipment and staff availability if not requested at the time of application.

Tables and chairs are available and must be requested at the time of application. The applicant will be charged the fair market rate for set-up and take-down of the chairs and tables. The applicant must clean-up the room and return it to the condition in which it was found, and failure to comply may result in the assessment of a cleaning fee of \$100.00 and/or loss of meeting room privileges.

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.

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.

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

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

Approved by the Chattanooga Public Library Board of Directors on October 19, 2016

