

Chattanooga Public Library
Meeting Room Policy

Reserving Meeting Rooms

The meeting rooms at all locations of the Chattanooga Public Library are available for use by nonprofits, for-profit organizations, and individuals 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 the use of the meeting room.

Groups reserving the meeting room in advance must consist of at least five individuals. Maximum attendance is limited by the local Fire Marshall.

Entrance fees/admissions charges are prohibited. The selling of any items is only allowed for events sponsored by the library, the Chattanooga Public Library Foundation, or the City of Chattanooga.

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 closing time.

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 and these events must be scheduled to end no later than 10:00 PM. After-hours meetings must be scheduled at least two weeks in advance. The Library will provide security coverage and staff assistance for all after-hours meetings for the fee. All food garbage must be taken to the curb when the event is over.

Fees and Payments

Use of rooms is free of charge but there are fees listed below associated with the use of certain equipment, setup, and charges for after-hours events.

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	\$25
Room Setup	Library staff will set up the room	\$25
Table Linens	Black fabric tablecloths for folding tables	\$5 each
After Hours Meeting Fee	Security and staff services for assistance after the library closes	\$50 per hour
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. All participants must follow the Patron Code of Conduct.

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.

Directional signage can be placed in the library on the day of the event and a sign can be placed outside the meeting room during an event.

Alcohol can only be served at events sponsored or co-sponsored by the library, the Chattanooga Public Library Foundation, or the City of Chattanooga, in accordance with the requirements listed in the application.

The Library is not responsible for any lost or damaged items or injuries related to any rental or reservation. The Applicant agrees to indemnify and hold harmless the City of Chattanooga from all claims for such loss, damages, or injuries whatsoever as may be sustained or claimed by any

person using the meeting rooms.

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 an endorsement of the program by the Library Board or the Library.

Approved by the Chattanooga Public Library Board of Directors on October 19, 2016; Updated July 19, 2023.