

Chapter 23 – Meeting Rooms

Individuals or groups interested in using library facilities for meetings must read the policy governing use of meeting rooms and fill out a meeting room contract. The following is a copy of the policy and the contract:

Meeting Room Policy

Davidson County Public Library System

The Davidson County Public Library System maintains meeting rooms in all five of its libraries.

The library meeting rooms are available for public gatherings but not for social, money-raising, or commercial purposes. These meeting rooms may be reserved for meetings where fees are charged **ONLY** if the Library or Library-affiliated group sponsor such meetings.

The fact that a group is permitted to meet at the public library does not in any way constitute an endorsement of the group's policies or beliefs.

The following regulations must be observed in using Library Meeting Rooms:

1. Library programs receive first consideration in scheduling meeting room events and may supersede an outside group's reservation. Every effort will be made to provide ample advance notice to an outside group should this occur.
2. Non-library sponsored meetings may only be scheduled one month before the proposed meeting date. For groups who meet on a continuous schedule, these groups will be allowed to schedule up to six months at a time. The library will try to notify the contact person for the concerned group in advance if any changes in room scheduling are necessary.
3. The meeting rooms may be used only during the hours the library is open and should conclude at least 15 minutes prior to closing. Exceptions may be made at the discretion of the location's manager. When exceptions are made, a minimum of ten people is required to warrant the expense of operating the facility.
4. No fees, dues, or donations may be charged or solicited by the user for any program or exhibit. Solicitation for later sales and client contact is not allowed.
5. All programs and exhibits shall be free and open to any member of the public and library staff. Note: Security cameras monitor activity in some of the meeting rooms.

6. Programs and exhibits may not disrupt the use of the library by others. Persons attending the meeting are subject to the [Library's Use and Behavior Guidelines](#). The Library Director may deny use of meeting rooms for any program or meeting likely to disrupt the use of the library by others. Appeals may be made to the Library's Board of Trustees whose decision is final.
7. Meeting participants should be aware that noise levels should be kept to a minimum, especially in the public areas of the library.
8. Attendance must not exceed posted capacity of the room.
9. Parents are responsible for the behavior of their children.
10. Library facilities shall be left in a clean and orderly condition. Users shall pay the cost for repair of any damages to facilities. The library will not be responsible for materials or equipment left in the building by users.
11. No additional furniture or equipment other than that furnished in the meeting room by the library is to be used without library approval. If approval is given for use of additional furniture or equipment, it must be removed at the end of the meeting. All library meeting room furniture should be returned to its proper place.
12. Tape, thumbtacks, and nails may not be used on the walls of the meeting and conference rooms.
13. All requests for use of the meeting rooms will be submitted on an [Application for the Use of a Meeting Room](#). Applications are subject to approval by the location manager (or designee) in which the meeting room is located and must be updated annually.
14. The individual or contact person for an organization making the meeting room reservation must be at least 18 years of age.
15. The contact person for each organization is responsible for ensuring that each member of his or her group is aware of and abides by these regulations.
16. The contact person agrees to notify a library staff member of the number of persons who attend the scheduled meeting and will notify the library immediately when cancellation is necessary.

Application for the Use of a Meeting Room
Davidson County Public Library

Date of Meeting: _____
Starting Time: _____ Ending Time: _____

Organization Name: _____

Purpose of Function or Activity: _____

How many people will attend?: _____

Room Requested: (Please circle.) 1) Meeting Room 2) Conference Room

Name of Contact Person Responsible for Care & Clean-up: _____

Phone Number: _____

Email Address: _____

Equipment Needed: _____

I read the Meeting Room Policy and agree to comply with the provisions stated.

Signature: _____

Date: _____

Approved by: _____ (Staff Use Only)