

Louis R. Draughon Foundation Board Room Policies and Guidelines

405 White Street
Springfield, TN 37172
615-384-5123
Fax: 615-384-0106
www1.youseemore.com/springfieldpl/

Revised and adopted September 11, 2015
Updated April 4, 2017

Overview

The Stokes Brown Public Library building is jointly owned and operated by the City of Springfield and Robertson County, TN. Providing meeting room space for library sponsored events, city- and county- sponsored activities, and Robertson County community groups is an essential component of the library's overall program. These guidelines and policies attempt to provide fair and equitable access to the meeting room by balancing the needs of the community, civic groups and corporate users with the periodic needs of other user groups. Events not sponsored by the city/county or library are scheduled according to the following policies.

Priorities for Scheduling

Events sponsored by the Stokes Brown Public Library and other agencies of Robertson County and City of Springfield government have first priority for meeting room use and are exempt from fees and deposits. This includes public schools located in Robertson County and agencies of the Robertson County or City of Springfield government (those who are primarily funded by one or both governments).

Other meetings must be hosted by a Robertson County resident or current library card holder and will be scheduled on a first-come, first-served basis.

Such meeting must fall into the following categories:

Non-Profit Groups

Non-profit civic groups, including neighborhood organizations and other groups comprised of Robertson County residents.

Non-profit groups and organizations hosted by a member who is a Robertson County resident or library card holder. This resident is responsible for signing the contract, paying the fees, attending the meeting and acting as liaison with the library staff.

Robertson County Businesses and Individuals

Businesses located in Robertson County, or individuals who reside in Robertson County using the rooms to offer or promote their services.

Reservation Policies

Advance Reservations

Reservations should be made at least 7 days before the event. The meeting rooms may be reserved up to twelve months in advance. Groups meeting monthly throughout the year are given scheduling preference over groups which meet occasionally.

Limited Number of Reservations Permitted

Groups may reserve a meeting room once each month. The Library Board may occasionally vote to permit special one-time community events sponsored by non-profit groups to be held on a more frequent schedule. (An example of such a special event would be a series of educational seminars).

Paperwork and Fees Required

Reservations will be scheduled only upon payment of the required fees and deposits. First-time non-profit renters may be required to provide proof of 501(c)3 status.

The following must be turned in **within 5 days** of making the reservation:

- The attached Event Worksheet and Rental Agreement must be **fully completed** with all signature areas signed (**required for confirmed reservation**)
- \$50.00 cleaning/damage deposit (**required for reservation**)
- Proof of the lessee's residency within Robertson County for individuals.

***Appropriate room rental and equipment fees must be turned in 7 days prior to the event or the reservation is subject to cancellation.**

Hours Available

The Board Room is available as follows:

- Monday, Wednesday, Friday, and Saturday, 9:00 a.m. – 5:00 p.m.
- Tuesday and Thursday, 9:00 a.m. – 8:00 p.m.
- Sunday, 2:30 p.m. – 5:00 p.m.
- No reservations can be made on holidays observed by the Library.

Please allow enough time around your meeting times to set up and/or clean up. **The Board Room is not available after hours unless prior approval is obtained by Library Administration.** For after-hours events, please consider the use of the Patsy Fyke Borthick Community Room.

Room Size

The entire room measures roughly 600 square feet or 24' x 25' and will hold a maximum of 36 people. A large table with seating for twelve (12) is provided. The table cannot be moved.

Cancellation

Cancellations must be submitted in writing by the group's primary contact person at least five days before the event. Written cancellations are accepted by email to director@gorhampl.org or may be delivered to the library administrative office. Groups failing to cancel will forfeit the room rental fee. A group repeatedly failing to cancel may become ineligible to make future reservations.

Emergencies

The Library and city government reserve the right to cancel a reservation in an emergency situation. In the event of an emergency, or under other conditions requiring evacuation of the room, all meeting room occupants must expeditiously evacuate the room either exiting the building or going to approved library safe shelter area in the library as directed by library staff.

Fees and Deposits

All fees and deposits may be paid through the Business Office (Monday – Thursday, 9:00 a.m. to 4:30 p.m.). If mailed, please put to the ATTN: Meeting Room.

Cleaning/Damage Deposit

A \$50.00 deposit is required of **all groups** except government entities as described below. This deposit is refunded upon inspection of the room by library staff following an event, provided there is no damage or need for cleaning. The costs of any necessary cleaning or repair will be deducted from this deposit when necessary. If the repair or cleaning costs exceed \$50.00, the user will be assessed the additional cost. A user will be prohibited from reserving the room again until such costs are paid in full. The deposit must be fully restored before the next scheduled event. Groups with recurring meetings may leave a standing deposit.

Forfeiture of Damage Deposit Levels

The following will be deducted from the damage deposit on file if the cleaning guidelines are not performed in each meeting room and/or kitchen: Table & Chairs Cleaned (\$25.00); Vacuum Meeting Room Floor (\$25.00); and maximum deduction for failing to clean (\$50.00). Carpet Cleaning or Wall Damage will be assessed independently if necessary.

Rental fees

Government Agencies (Robertson County and/or City of Springfield)

Organizations which are agencies of Robertson County or the City of Springfield (entities funded primarily by one or both governments) are exempt from all rental fees.

Non-Profit

Rental fees for non-profit groups are \$10.00 for up to four hours. When more than four hours are reserved, the fee is \$5.00 per additional hour.

Individuals

Rental fees for individuals are \$25.00 for up to 4 hours. When more than four hours are reserved, the fee is \$10.00 per additional hour.

For Profit Businesses

Rental fees for all businesses for profit regardless of number of attendees are \$50.00 for up to 4 hours. When more than four hours are reserved, the fee is \$10.00 per additional hour.

Overage Fees

Groups occupying the meeting room beyond the scheduled block of time (without prior reservation) will be assessed an hourly overage fee at double the contracted rate.

Audio/Visual Equipment Availability and Fees

Projection System \$25.00

All audio-visual needs should be planned for at least 7 days prior to the event and specified as part of the rental agreement. Audio-visual equipment may not be available to groups meeting prior to the Library's regular business hours unless prior arrangements have been made with Library Administration. Rental fees must be paid in advance.

The primary contact person will be shown the equipment and controls in case adjustments to volume levels need to be made during the meeting. No other individual may operate the controls. Any damage will be the responsibility of the lessee.

General Policies

Pre-Meeting and Post-Meeting Walk-Throughs

The primary contact person must walk through the meeting facility and report/record any damage to the room, door and windows, all walls, furniture or equipment before and after the meeting. The primary contact person is responsible for all activities during the time the room is reserved.

Room Setup

A table with 12 chairs is already set up in the meeting room and cannot be moved. Additional chairs may be requested.

A lectern is available upon request.

Other library furnishings, such as benches, easels, or trash cans, from the foyer of the library must not be moved into the meeting room.

Access to Exit Doors

It is against the law to block the exit doors. No tables, chairs, or other items should be placed in front of the door. Any injury or death to any person occurring due to the blockage of this exit will be the liability and responsibility of the lessee blocking the door.

Sound and Noise

Use of the meeting room must not interfere with library operations. Sound and noise must be confined to the reserved space and must not bleed over into lobby.

Decorations and Signs

No decorations may be attached to ceilings, walls, or chair rail.

Candles are prohibited.

Live plants must be in appropriate storage containers to protect furniture and floors.

One sign may be placed in the hallway outside of the meeting room. Up to three directional signs not larger than 24" square may be placed outside of the meeting room. Signs

may not be posted more than one hour before the meeting begins and must be removed at the end of the meeting.

Parking

Lessee and guests may use the parking spaces in the front of the library or on White Street. Under no circumstances will parking/driving on the sidewalks or grass be tolerated. Deposits will be automatically forfeited.

Advertising

No easels, story boards, large poster boards, table displays or other advertising media may be placed in the Library to advertise the lessee's activities. However, brochures and flyers may be placed on the library's community information bulletin board if it is a non-profit event.

Lessee is responsible for all advertising and notification of event.

Open Access

A Library representative must be allowed to enter the room at any time.

Smoking and Alcohol

No smoking or alcohol shall be permitted in the building or meeting room – no exceptions.

Clean-Up

The Board Room must be cleaned after your function. Table(s) and chairs cleaned and floor vacuumed. Please remove any "odorous" trash.

All tables used must be wiped down. Lessee is advised to bring a household spray cleaner and paper towels with them for table and chair cleanup. Tables and chairs may be left as set up. Tables and chairs used in the kitchen or lobby must be moved back into storage closet or into meeting room.

A vacuum cleaner for the lessee's use is located in the large community room storage area. Vacuuming is required after every meeting. Contact staff if you are unable to access the vacuum cleaner.

Failure to Clean

If the room is left unclean or damaged, the expenses of repair or cleaning will be subtracted from the lessee's deposit. (Examples of failure to clean are: vacuuming not done; carpet stains because of spills; damage to wall requiring repainting, etc.)

Leaving the Building

Groups must be completely out of the building by the time the library closes unless prior authorization has been obtained by library administration. Please be sure to conclude your meeting early to allow enough time to perform the required clean up. Groups not vacating the room by closing are subject to an additional \$25.00 fee, which will be billed to the contact on file. User will be prohibited from reserving the room again until such costs are paid in full.

Responsibility

The library staff will deal exclusively with the primary contact person who signs the Rental Agreement. This person must take possession of the room and perform the pre-meeting walk-through and be present at the scheduled event to implement the rental agreement, user guidelines and policies. They must be present when the room is opened for the groups. Staff at the Circulation Desk and primary contact person will perform a post-meeting walk-through at conclusion of reservation and cleaning of the meeting room.

Authority

The Library Director or designee is responsible for the implementation and enforcement of the above user guidelines and policies. In the best interest of the library, the Director may deny use of the room. The Director's decision may be appealed to the Library Board, who shall have final say.

Board Room Event Worksheet

Name of Lessee/Group _____
(This is how the name will be displayed on the information sign in the lobby)

Day(s) and Date(s) of Event _____

Time the meeting(s) starts _____ circle a.m. or p.m. (For public posting)

Rental Hours (including set up & clean up)

Beginning rental time _____ circle a.m. or p.m.

Ending rental time _____ circle a.m. or p.m.

Contact Person _____

Contact Phone Number _____
(The Library will work with this person exclusively during the rental period of this agreement. The contact person is the responsible party and must be present at walk-through and during the meeting to implement the rental agreements, user guidelines and policies.)

Contact Email (important) _____

Contact Address: (must be a Robertson County resident)

Describe Your Plans:

This information is for your planning purposes only. Lessee is responsible for set up of room. What type of meeting will take place? (HOA, club, informational, etc.)

Number of expected guests _____

You are provided twelve (12) chairs. How many extra chairs will you need? _____

Will you require the use of the audio-visual equipment? _____

IMPORTANT NOTICE: The library has posted hours for when the library is open. The Board Room may only be used during operational hours.

Total Fees for Meeting Room Services

Room Rental fee per meeting \$ _____

plus A/V Equipment rental per meeting \$ _____

Total number of meetings _____ X \$ _____ (Room Rental per meeting + AV rental) =

Total fees \$ _____

Cleaning/Damage Deposit \$50.00 _____ (check here if deposit is already paid)

*Please write 2 separate checks for cleaning deposit and rental fee.

After scheduled the meeting(s) would you like the damage deposit check:

_____ Returned _____ Destroyed _____ Kept as Standing Deposit

Rental fee check # _____

Damage Deposit Check # _____

Total Amount Paid \$ _____

Rental Agreement

These Guidelines and Policies and the Rental Agreement form the rental contract and are the binding agreement between the Stokes Brown Public Library and the group (lessee) leasing space. This instrument made and entered into on the date shown below, by and between the Stokes Brown Public Library, hereinafter referred to as "Lessor" and the group represented by the signer below, hereinafter referred to as "Lessee". Lessor hereby leases the Stokes Brown Library's meeting room space for the rental period specified on the Event Worksheet.

Said lease is made under the following terms and conditions:

1. In consideration of being granted permission to use the meeting room space, Lessee does forever release and discharge the Stokes Brown Public Library, the City of Springfield, and the Robertson County government, its successors and assigns, and its officers, employees, agents and their heirs, administrators, and executors from any and all causes of action, claims, damages, liability, and loss of services which the Lessee may have against the Stokes Brown Public Library, the City of Springfield, and the Robertson County government, its successors

and assigns, and its officers, employees, agents and servants and their heirs, administrators, and executors resulting from any damage or injury which may or might be suffered while the Lessee has the use and/or custody of the meeting room.

2. The Lessee does further covenant with and agree to indemnify and hold harmless the Stokes Brown Public Library, the City of Springfield, and the Robertson County government, its successors and assigns, and its officers, employees, agents, and their heirs, administrators, and executors from all damage, expense, and liability that may or might be incurred while the undersigned has use and/or custody of the meeting room.

3. The premises are to be used for the meeting or function specified on the Event Worksheet only, and no other purpose.

4. The \$50 cleaning/damage deposit is refundable 30 days after the event subject to the provisions in paragraph 5 and 6 below, if not left on "Standing Deposit."

5. It is agreed that the Lessee shall take good care of the premises hereby leased and the appurtenances thereof, and shall abide by the terms of this agreement and at the end of the rental term shall deliver up said premises in good order and condition.

6. The Lessee does further agree to replace and/or repair any and all damage to the library building and grounds and to replace and/or repair any and all personal property therein which may or might be damaged and/or lost while the Lessee has the use and/or custody of the meeting room. If damage should be incurred, the \$50 cleaning/damage deposit shall not be returned and any such damages or losses in excess of the \$50 cleaning/damage deposit shall be paid immediately upon demand by the Lessee to the Lessor. Failure to pay any damages will prohibit future use of the facility. It is suggested that the undersigned consider purchasing liability insurance to cover damages and/or injuries.

7. Lessee acknowledges that this agreement and the information provided on the event worksheet are public record and must be provided to the public if requested in accordance with Tennessee law.

The Lessee acknowledges that he/she/it has reviewed the policies adopted by the Lessor for the use of the meeting room and agrees to abide by such policies.

I/WE, THE UNDERSIGNED, HAVE READ THE ABOVE RENTAL AGREEMENT, FULLY UNDERSTAND ITS LEGAL MEANING, AND ACCEPT THE RESPONSIBILITIES OF THE LESSEE.

Executed at Springfield, Tennessee, this ____ day of _____, Yr. _____ .

AGREED AND ACCEPTED BY LESSEE:

Print Name of Contact/Person Responsible for Lessee/Group _____

Lessee Signature: _____

Library Staff Signature: _____